

TOP TIPS

Fair, Diverse and Inclusive hiring

1

DEFINE THE ROLE REQUIREMENT

- Don't rely on the old role profile, take a fresh look with a new job analysis
- Be objective, realistic and relevant when specifying the requirements
- Validate what you think you're looking for

2

ADVERTISE FOR A DIVERSE AUDIENCE

- Research and identify media channels to reach a wider audience
- Check you ad is unbiased, inclusive and attractive to a diverse audience

3

MAKE THE HIRING PROCESS TRANSPARENT AND ACCESSIBLE

- Ensure the process to apply is uniformly accessible
- Clearly convey what you're looking for
- Conduct a fair and consistent hiring process

4

SET MEASURABLE CRITERIA FOR ASSESSMENT

- Set professional, technical or behavioural qualities that can be consistently measured
- Validate the criteria using past or predictive indicators of success

5

APPLY A CONSISTENT SCORING FRAMEWORK

- Use a robust scoring framework for each area competency
- Train or guide your assessors to ensure consistency

6

MAKE THE CANDIDATE EXPERIENCE CONSISTENT

- Keep the same participants, questions and assessment throughout
- Keep the physical conditions of an assessment consistent

7

APPLY OBJECTIVITY

- Gather and record information as fully as possible
- Make judgements based on the facts and data you gather
- Use a diverse selection panel to reduce bias and increase objectivity
- Apply scores objectively and consistently

8

GIVE FEEDBACK

- Provide constructive interview/assessment feedback
- Make yourself accessible to discuss feedback

9

REDUCE THE ADVERSE IMPACT OF BIAS

- Use data to drive decisions (robust scoring, practical exercises, simulations, ability tests)
- Include a wider panel to assess the candidate
- Use de-biasing technology when screening applications