

Tips for enabling diversity in a recruitment process

← Planning

Ensure diversity of interviewers.

Reflect and discuss unconscious biases and recruitment best practices with together and individually.

≈ Profiling

Defining the expectations:

- Minimize list of requirements
- Be clear about what is a must and what an advantage

Defining the offering:

- why is the work meaningful?
- What kind of a culture do we have?
- How do we enable combining work and family?
- Etc.

∞ Marketing

Job profile:

- Stress impact and culture
- Use diverse visuals
- Include diversity clause
- Use gender decoder or equivalent

Channels:

- Use multitude of channels
- Consider direct contacts to underrepresented candidate pool
- Source minorities

↖ Screening

Anonymise as much as possible!

Systematically evaluate against each predefined criteria during screening and further evaluation

Reserve enough time for screening

Use the same amount of time for each applicant

↻ Evaluating & Selection

Re-visit criteria

Stick at least 90 % to pre-defined interview questions that stem from criteria

Show diversity when showing the workplace

Give all candidates the same amount of attention

Justify your views out loud