

checklist for an inclusive recruitment process.

Building an inclusive workplace means doing the right thing from the moment you recruit a new candidate. But in a complex recruitment process with many moving parts, it's not easy to redesign everything from the ground up.

This checklist will hopefully help you get going. It breaks down the recruitment process into the core stages and challenges you on the inclusivity of each. Remember, if you want an inclusive recruitment process, you should check 'yes' for as many points as possible.



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| | Yes | No |
|--|-----|----|
| Identifying your needs | | |
| Do you have a clear idea of the specific tasks the successful candidate will be doing? | | |
| Are you prepared to offer reasonable accommodations in the recruitment process — for example, to cater for disabilities? | | |
| Do you have a plan in place to encourage marginalised groups to apply? | | |
| Do you have a clear timeline in place for the whole recruitment process? | | |
| The job description | | |
| Does the job description use inclusive, impartial, non-gendered language? | | |
| Does it only mention essential, must-have skills? | | |
| Is it published on a diverse range of platforms — not just LinkedIn? | | |
| Is the salary (or salary range) included in the description? | | |
| Do you mention your inclusion-related benefits and policies? | | |
| Is your careers site or webpage optimised according to accessibility guidelines ? | | |
| Does the job description highlight your company's overall commitment to inclusion? | | |
| Screening and preselection | | |
| Do you use technology to remove unconscious bias when screening applications? | | |
| Do you blind screen applications — anonymising them by removing potentially identifying information like names, pictures and home addresses? | | |
| Are a diverse group of colleagues involved in screening applications? | | |
| Are you aware that certain automated processes could still introduce bias? | | |

| | Yes | No |
|--|-----|----|
| Booking an interview | | |
| Can candidates choose from a range of interview dates and times, with possibilities to interview outside of the typical working day? | | |
| Are candidates invited to the interview well in advance of the decided date? | | |
| Can candidates choose between a remote and in-person interview? | | |
| The interview and assessment | | |
| Is your interview panel made up of a diverse group from across the company? | | |
| Does each candidate meet the same panel during their interview? | | |
| Are interviews standardised — with the same questions, in the same order for each candidate? | | |
| Do you offer any accommodations to disabled candidates? | | |
| During long interviews, do you offer breaks? | | |
| Do you use or offer skill-based tasks as part of the assessment? | | |
| Post-interview | | |
| Do you survey interviewees afterwards to improve the inclusivity of future interviews? | | |

Hopefully this checklist helps you assess the inclusivity of your current recruitment process so you can work to improve it.

And remember, if you think you answered 'no' too many times, Randstad can optimise your recruitment process and help you build a truly inclusive workplace.

