

Diverse and Inclusive Recruiting Practices

NOTE TO EMPLOYER: *This checklist helps to explain why Diversity & Inclusion practices are important in recruiting. It offers suggestions on how and where to begin and what to consider ensuring Diversity & Inclusion is front and center when it comes to recruiting talent for your organization.*

Why D&I:

- ☐ 67% of job seekers consider diversity as an important factor when considering joining a workplace (*Glassdoor*)
- ☐ Ethnically diverse organizations generate 35% more revenue than their competitors (*McKinsey & Company*)
- ☐ Gender diverse organizations are 15% more profitable (*McKinsey & Company*)
- ☐ More competitive in global marketplace and more profitable (*McKinsey & Company*)
- ☐ Able to recruit and retain highly qualified candidates (*LinkedIn*)

Where To Begin:

- ☐ Evaluate your business processes around recruiting:
 - What is the current state of the organization when it comes to D&I strategy around recruiting practices and procedures?
 - Where/What do we want it to be?
 - What is getting in the way?
 - How can we solve it?
 - What should our priorities be?
- ☐ Increase awareness of Unconscious Bias (to learn about beliefs and attitudes) and how it may come into play with resume reviews, interviewing, and offers.
 - MRA has a variety of [training resources](#)
- ☐ Suggest establishing diversity councils or employee resource groups (ERGs) internally (i.e. military, African American, Asian American, disability etc.) so your organization can learn from one another, make connections, and provide ideas related to diversity, inclusion, and belonging practices.
- ☐ Be curious to learn from those different from you, have open and candid discussions; this will not only help with understanding other perspectives, but will also foster a curious learning culture overall.
- ☐ Commit to a deadline to begin this work and communicate a plan to educate and inform employees involved in the hiring process across departments.

Steps To Consider In Recruiting:

- ☐ Identify stakeholders (for example: hiring manager, senior leadership, not just the HR manager or recruiter) and their commitment toward diversity and inclusion during the hiring process.
- ☐ Create a gender-neutral job description for open requisitions – choice of words makes a difference and can impact the opportunity to reach a wide range of applicants.
- ☐ Post the gender-neutral job ad on diverse Job Boards, in addition to your company website.

This sample document is only an example and is based on the laws in effect at the time it was written. MRA-The Management Association, Inc. does not make any representations or warranties regarding the appropriateness or prudence of using this information for any particular individual or situation. Your company should add, delete, or modify the content of this document as needed to suit your purposes. This material is for your information only and should not be construed as legal advice. In some circumstances it may be advisable to have legal counsel review final documents prior to implementation.

For further assistance call or visit www.mranet.org, © MRA – The Management Association, Inc.

Wisconsin: 800.488.4845 • Minnesota 888.242.1359 • Northern Illinois: 800.679.7001 • Iowa & Western Illinois: 888.516.6357

- ☐ Use social media and diverse university, veteran job sites etc. to target a diverse talent pool (for example: diversityjobs.com OR leverage LinkedIn Groups to search for LGBTQ+, Women in Tech groups, or search meetup.com based on the occupation or demographics you are targeting and also use #hashtags when posting jobs).
- ☐ Increase partnerships with local diverse organizations to support job openings/postings (for example: NAAHR – national or local chapters, NAAAP – national or local chapters).
- ☐ Review use of pre-hire assessment skills tests for all applicants for equality to ensure unintentional precluding of certain segments of the population does not take place.
- ☐ Hide data that promotes bias such as: names, schools, and club affiliations when sharing phone interview notes with the hiring team. For example: Use of blind hiring methods based on qualification rather than demographic information when presenting potential candidates to hiring manager and interview panelists.
- ☐ Set up diverse interview panel (employees from diverse ethnical backgrounds, gender diversity, etc.) when possible for conducting onsite interviews. This will help make the interview panelists less susceptible to group think and other biases and may help the candidate better able to relate to your organization.
- ☐ Use consistent lists of questions asked of all job applicants. Also use the STAR (situation, task, action, result) method for interviewing all applicants.
- ☐ Interviewers can use scorecards to avoid biased-decision making by tallying the score at the end of each candidate interview before making a final hiring decision.

General Terminology

Diversity: Gender, race, age, religion, ethnicity, background, education, gender identity, sexual orientation, family situation, nationality, disability, work style, life experience, learning style, communication style, career path, geographic location, income level, marital status, military experience, parental status, thoughts, personality, and socioeconomic status.

DEI: Diversity, Equality, and Inclusion

D&I: Diversity & Inclusion

DIB: Diversity, Inclusion & Belonging

Ethnicity: A social construct that divides people into social groups based on characteristics, such as a shared sense of group membership, values, behaviors, patterns, language, political and economic interests, history, and ancestral geographical location.

Equity: Promoting justice, impartiality and fairness within procedures and distribution of resources by organizations or systems.

ERG: Employee Resource Groups

Gender Neutral: suitable for, applicable to, or common to any gender.

Inclusion: An outcome to ensure individuals feel valued and are welcomed.

LGBTQ+: An acronym for lesbian, gay, bisexual, transgender, and queer/questioning (one's sexual orientation or gender identity), with an added + to represent all other sexual orientations and gender identities.

Stakeholder: Anyone involved in the decision-making process related to recruiting and hiring.

Unconscious Bias: An implicit association, whether about people, places, or situations, which is often based on mistaken, inaccurate, or incomplete information and includes the personal histories we bring to the situation.