

EQUALITY, DIVERSITY AND INCLUSION IN THE RECRUITMENT AND SELECTION PROCESS

Being inclusive in the context of recruitment mean ensuring that anyone with right skills and experience for a role has a fair opportunity to apply and is treated objectively in the selection process, irrespective of their background or circumstances. Eliminating biases that may be affect how jobs are advertised, and how candidates are interviewed and selected are a vital part of this process.

Individuals can be excluded or disadvantaged for many reasons. The language we use to describe a potential role might favour male or female applicants, for example. Furthermore, we all make assumptions about people based on characteristics such as ethnicity, gender or class that have little to do with their qualities as workers, and these biases can influence our assessment of their performance in interview.

This practical, expert-led workshop focuses on building an understanding of the benefits of inclusion in the recruitment and selection process, the cognitive and cultural factors that shape biases, and the different ways circumstances can create exclusions for applicants. It provides a range of tools and strategies to help participants break down the barriers to inclusiveness and to ensure they are identifying the very best candidates for their clients.

Overleaf you can find a suggested outline for a 2-hour virtual session.



2-HOUR VIRTUAL SESSION OUTLINE

Introduction to inclusion

- What do we mean by inclusion?
- How individual circumstances can create exclusions around role, technology or access to information
- Working within the laws that underpins equality and diversity
- Why increasing inclusiveness is a valuable goal for both ethical and organisational reasons

Unconscious bias

- What unconscious bias is and how it operates in both individuals and organisations
- How our brains and experiences create biases in how we think about different groups
- Exploring your personal 'diversity' and biases, and understanding how they impact on your behaviour, relationships and interactions (optional questionnaire completed before / after the session)
- Identifying and calling out micro aggressions
- Strategies for managing your own biases

Ensuring ED&I during Recruitment

- Understanding the different types of unconscious bias during recruitment
- Using appropriate language throughout the recruitment process inc. adverts, interviews etc.
- Ensuring consistency across recruiters and interviewers
- Using scoring and ranking
- Reducing bias during recruitment
- Being aware of the breadth of EDI during recruitment eg age, disability, race, belief, sexual orientation etc, as well as mental health /medical issues

Increasing inclusion at work

- Understanding the importance of creating an environment of psychological safety
- Practical ways to increase inclusion
- Action planning for promoting inclusion in your team and organisation