

### Diversity is a fact.

Job postings today receive applications from a diverse talent pool. Traditional interview approaches often do not allow every candidate to demonstrate their skills, competencies, personal attributes and abilities.





### Inclusion is action.

Small adjustments to mind-sets, processes and systems can make a big difference. When the recruitment process is inclusive and equitable, everyone benefits.

## Create Welcoming Environments — Intentional Interview Processes



### Actions That Promote Success

ACTION	EXAMPLE
 <p>Provide a clear outline of your assessment and interview process.</p>	<p>When setting up the assessment with each candidate, share interview questions, information about any other assessment elements, decision timelines, and available adjustments to the assessment and interview process.</p>
 <p>Use tools that assess job skills over interview skills.</p>	<p>Instead of having someone tell you about their skills, let someone show you their skills. Let them provide a work sample or demonstration of skill. Are you hiring a chef? Have them demonstrate their knife skills.</p>
 <p>Choose an assessment and interview location with limited distractions.</p>	<p>Try to offer settings that are scent-free, relatively quiet and that have adjustable or natural lighting. Another option is to offer a virtual interview.</p>
 <p>Avoid judgments or assumptions during interviews.</p>	<p>Some people do not have a firm handshake or they may not make eye contact. A handshake is not a good measure of someone's ability to do a job nor is eye contact a measure of attention or honesty.</p>

The action I will take is: