

Diversity is a fact.

Job postings today receive applications from a diverse talent pool. Traditional recruitment 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 Job Postings



Actions That Promote Success

ACTION	EXAMPLE
 <p>Offer multiple communication options.</p>	<p>Let candidates choose the communication method that suits them best. Offer options like interviewing in-person, via phone or video call, or submitting written responses.</p>
 <p>Update position descriptions and focus on critically relevant skills.</p>	<p>Be clear about the skills and skill level actually required for a role. Is an item part of a standard template that gets reused? Does the role really require “proficiency” in Microsoft Office?</p>
 <p>Make it easy for candidates to find your company’s inclusion policy.</p>	<p>Provide an easy to read inclusive hiring policy in all job postings.</p>

The action I will take is: