

## Best Practices for Equitable Recruiting

Use the following questions to help you apply equitable recruiting best practices to your recruitment process.

- Have we created a Selection Committee that is committed to the principles of fair and equitable recruitment? Are all Selection Committee members trained or educated on equitable practices? Have we ensured that our assessors are themselves appropriately diverse?
  - **NOTE:** Human Resources Services facilitates diversity and equity training for staff, in collaboration with the Equity and Inclusion Office, the Indigenous Studies Program, Equity Experts, Equity Officers, Equity Advisors and other equity-seeking groups or individuals, as necessary. Contact the Employment Equity Specialist in Human Resources Services or the designated equity officer/expert/advisor within your unit to discuss your training needs.
- Have we identified the skills, experience, and competencies that are required to perform the essential duties of the position? Have we created a rubric based on those requirements to support fair and consistent candidate assessment? Have we identified preferred qualifications, and turned our minds to how such preferences may create barriers to equity and diversity?
- Have we ensured that all members of the interview team are familiar with the appropriate and respectful ways to phrase questions in an interview?
- Have we ensured that all members of the interview team are familiar with competency-based interviewing, so that candidates will be encouraged to provide specific examples from their work experience that demonstrate the skills and competencies required for the position?
- Have we used inclusive and non-gendered language in the job posting? Have we advertised the job to attract a diverse pool of qualified applicants? Have we actively recruited diverse candidates?
- Have we applied fair and equitable assessment practices at each stage of candidate assessment? Have we consciously worked to eliminate bias through this recruiting process?
- Have we documented, and can we justify, our selection decisions at each step of the process?
- Have we evaluated the recruitment process and the contribution of the Selection Committee members?