



## 10 TIPS FOR BOOSTING DIVERSITY AND INCLUSION IN THE RECRUITMENT AND HIRING PROCESSES

Diverse and inclusive recruitment and hiring practices enhance and expand the talent pool and promote transparency in the overall recruitment and hiring processes. Studies show that diverse workplaces with diverse teams are 87% better at making decisions. Businesses that value diversity and inclusion are more competitive and attract high quality candidates. An organization that is intentional about being inclusive and diverse tends to have a broader and more innovative business culture with more engaged employees, higher morale, and increased productivity.

So, what are some trends or tips for enhancing an organization's recruitment and hiring practices?

1. Be intentional about creating a diverse and inclusive recruitment process. Be aware of unconscious bias and actively seek out and consider candidates from underrepresented groups.
2. Examine your vacancy announcement to ensure it is inclusive – studies show men will apply for a job when they meet only [60% of the qualifications](#), but women will only apply when they meet 100% of them. Separate must-have and nice-to-have skills so candidates can see what's necessary.
3. Expand your Recruitment Sources beyond USAJobs. You must fish where the fish are (make HR aware of where to fish!).
  - Look internally to drive diversity hiring initiatives.
  - Utilize Special Hiring Authorities (i.e., Schedule A, Veterans).
  - Share Job Announcements with diverse organizations, i.e.,
    - Employee Resource Groups
    - Minority Serving Institutions
    - Civic/Professional Organizations
    - Blacks in Technology
    - National Disability Organizations
    - Federally Employed Women (FEW)
    - National Association of Asian American Professionals
    - African American Federal Executive Association (AAFEA)
    - and many others
  - + Attend Diverse Job Fairs/Events/Conferences.
  - + Contact Organizations that focus on underserved communities.
  - + Post Vacancy Announcements on Job Boards (i.e., LinkedIn, Indeed, etc.).
    - Look for job boards specializing in a particular sector, field, or skill set. They see less traffic than big websites, but they let you target the type of skillset you want. Find job boards tailored to your niche by searching for “your role” + job boards – for example, “marketing + job boards.”

4. Identify diverse role models and champions that can serve as recruiters and mentors to new employees.
5. Utilize a diverse interview or hiring panel that may be better suited to identify the unique characteristics that would or would not make each candidate a good employee. It can also help the candidates feel more at ease to know they wouldn't be the only employee from an underrepresented group in the organization. For more information, see the worksheet on **Creating Diverse and Inclusive Interview Panels**.
6. Try to add at least one outside/diverse panelist that can provide differing perspectives.
7. Encourage panel members to seek guidance or training on being unbiased and inclusive prior to serving as a panel member (diversity training courses are often available online).
8. Seek assistance from HR or EEO to ensure objectivity in the interview questions and rating/ranking and selection criteria processes you use to assess candidates.
9. Tout inclusion or your diverse culture/principles in recruitment events, during your introduction to the interview process or when you welcome the employee on their first day on the job.
10. Ensure new employees receive information about the Organization's employee resource groups.