

# TIPS FOR INCLUSIVE RECRUITMENT & HIRING PRACTICES

## Equity & Inclusion Forward Processes



1

### CREATE ANONYMOUS AUDITION SCENARIOS

Review resumes and/or applications without names listed. Redact names in addition to any demographic, content, or otherwise identifying information.



2

### VALUE DIFFERENT TYPES OF EXPERIENCES

Consider transferable and related experiences that may fall outside of the desired skill sets or experiences.



3

### UTILIZE AN ASSESSMENT RUBRIC

A rubric is an assessment tool that aligns the stated position requirements and priorities in a way that can be used to evaluate an application package. Apply this assessment rubric consistently for all applicants.



4

### CONDUCT CONSISTENT INTERVIEWS FOR ALL CANDIDATES

Be consistent and use the same set of questions for each candidate, include interviewers with diverse skill sets for team interviews, incorporate behavioral questions to gain insight into the job candidates' past experiences, ensure all interviewers are also aware of what questions they cannot ask.



5

### DECISION MAKING

Avoid prematurely labeling any candidate as the "most promising" until all candidates have been interviewed. Debrief as a search committee/interview panel to identify strengths & weaknesses for all candidates. Collect feedback from all individuals who interacted with the candidates.

Candidate Review & Selection

<https://www.washington.edu/diversity/staffdiv/hiring-toolkit/candidate-review-selection/>

4 Ways To Promote Inclusive Hiring Practices

<https://www.hirevue.com/blog/4-ways-promote-inclusive-hiring-practices>