

Recruitment Bias Checklist

Complete the following checklist to identify steps you can take to rid your recruitment process for bias and create a more diverse candidate pipeline. For more information book a free strategy session with Dr Bree Gorman by signing up to their mailing list at www.breegorman.com.au

Job Design

- Are all the “essential” selection criteria essential?
- Is the Position Description less than 3 pages?
- Are all the required qualification actually required?
- Have you checked for gendered language?
- Is the position description written in plain language?
- Has the job design been carefully considered and reviewed after the last incumbent?

Job Advertisement

- Does the advertisement have an inclusion statement on it?
- Can it be advertised as full time or part time, or with flexible working options?
- Is the job ad digitally accessible?
- Are you advertising the job in channels or through networks that are specifically targeted to women, people of colour, LGBTIQ+, Aboriginal and Torres Strait Islanders and people with disability?
- Is the language gender neutral and in plain language?
- Is the imagery diverse and inclusive?
- Does your website contain messages of inclusion and present diverse and inclusive images?

Application

- Does your application form ask for gender and provide more than two options?
- Does your application form ask for other demographic information i.e. cultural background, disability etc.?
- Does it have an Achievement relative to opportunity section?

Shortlist

- Have any screening processes been reviewed for accessibility and inclusivity, ie. phone screen?
- Is there more than one person shortlisting and are they diverse?
- Do the shortlisters have access to a set of guidelines highlighting your priorities around diversity and reminding them of the impact of unconscious biases?
- Is there clear criteria under which the shortlisting is taking place and has that been reviewed for bias?

- Are you tracking the data on your recruitment process?

Interview

- Do you have diversity on the interview panel? (Remember this must go beyond gender)
- Is the chair of the panel trained in inclusive leadership?
- Is there an observer who is an expert in recruitment, equity and bias present?
- Are you sure that the interview venue and format is inclusive for all the candidates?
- Is there clear criteria for the panel to follow that prioritises diversity and potential over time at task?

Reference Check

- Is the person conducting the reference checks aware of gender biased language?

Induction

- Does the induction process ensure that new arrivals are educated on the principles of inclusion and the values of the organisation?
- Does the induction process advise people of where to go if they experience bad behaviour in the workplace?
- Do new staff have access to networks or information relevant to them? Particularly if they are from a marginalised or minority group?
- Are accessibility needs spoken about upfront and addressed through an inclusive process?

Dr Bree Gorman is a Diversity and Inclusion consultant who works with organisations to create meaningful change through strategy, policy, programs and training. For more information on their services please visit www.breegorman.com.au