



policy by
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INCLUSIVE RECRUITMENT

5 PRACTICAL TIPS YOU CAN
KICKSTART TOMORROW:

Your interview process is an extension and reflection of your working environment...

Reduce barriers to entry and deselection points= more candidates!



1. INCLUSIVE ADVERTISING

- ✓ Accessible content
- ✓ De-gendered language
- ✓ Use a range of channels and job boards
 - ✓ (socioeconomic backgrounds, some are free including social media)
- ✓ Make benefits accessible to every applicant
- ✓ Make commitments part of the JD, not an afterthought
- ✓ Advertise salary
- ✓ Spotlight flexible/hybrid/PT working at every step

1 in 3 candidates won't apply if a company lacks representation

2. ANONYMOUS SHORTLISTING

Reduce unconscious bias

- Focus on evidenced experience and aptitude
- Ask for a version of CV with characteristics removed:
 - Name
 - Gender
 - Faith
 - Race
 - Age
 - Education institution
 - Location
 - Hobbies

61% recognise unconscious bias can impact hiring decisions but almost half don't use any strategies to reduce it

Once candidates reach interview stage, ask them to share their pronouns

3. DIVERSE PANEL

- ✓ Disrupting groupthink
- ✓ Different perspectives.. accountable to an evidenced-based selection decision
- ✓ Be transparent - don't create a false illusion of what to expect
- ✓ Only effective when the role and criteria are crystal clear

Culture Add
NOT
Culture Fit

CAVEAT: Offer alternatives to a panel interview

4. MAKE REQUESTING ADJUSTMENTS EASY

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- Ask at application and at every interview stage
- Include the offer in **all** confirmations. 1st Stage, 2nd Stage and beyond

“If you require any adjustments or additional support during the recruitment process for any reason whatsoever, please do not hesitate to let us know”

Offer repeatedly - some candidates may not feel safe requesting them, even if they need them to ensure a fair process

5. PROVIDE INTERVIEW STRUCTURE

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- Share the full interview process in advance
- Structure of each stage, including the questions- to all candidates, not just those who request it
- **Not every individual is aware they are neurodivergent;** diagnosis is a privilege.

Level the
playing
field

Even if someone is aware, that doesn't mean that they know exactly what they need to make the process fair for them

- Consider offering interview expenses to candidates

WHAT ELSE CAN YOU DO?

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There are many other things you can do to support this work:

- **Manager training:** (Hiring manager bias).
 - Resources on TIDE Hub
- **Monitoring:** ask those attending to complete questionnaire
- **Feedback:** For those successful as well as unsuccessful!
Use a standardised format for all candidate interview feedback. This holds the interviewer accountable for objective, meaningful and factual feedback