## INCLUSIVE RECRUITMENT

**CLEAR** 

Have you been succinct and clear about what you are looking for?

**SKILLS** 

Have you been clear on prior skills and what skills can be learnt?

**LITERACY** 

Have you considered not using extensive answer questions when high level literacy isn't required?

**CREATIVE** 

Have you offered creative application options?

**APPLICATION** 

**TALENT POOL** 

Have you tried creating a talent pool at your organisation?

**COMMUNITY** 

Have you utilised community avenues to advertise the role?

**QUESTIONS** 

Have you allowed for questions during recruitment process?

**INTERVIEW** 

**ARRIVAL** 

Ask people to arrive 30 minutes early to interviews, give them the interview questions to read and ask them to prepare examples

**PANEL** 

If an interview panel is required, aim for diversity amongst panel participants

**REFLECTIVE** 

Be reflective! What is your unconscious bias?

**WORKPLACE** 

Provide information about the workplace culture during the interview

**EXPERTISE** 

Remember that cultural expertise, shared language and lived experience are valuable too!

**EXPERIENCE** 

Remember that overseas experience, volunteering and community-based work are valuable and transfareable **EXAMPLES** 

Listen for examples where applicants have used specific approaches or theoretical frameworks in their work

**SELECTION**