

Inclusive Recruitment and Hiring

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Content

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Reach more people.

- Post beyond the usual places. Share openings through community organizations, cultural media, and partner networks, not only the standard lists.
- Write inclusive job postings. Use plain, gender-neutral language. List the real essential functions. Avoid jargon and inflated requirements that screen people out for no good reason.
- Name the commitment. Say plainly that you welcome a wide pool and will provide accommodations during the process.

Judge candidates fairly.

- Decide criteria first. Agree on what matters before you read applications, and apply it consistently.
- Use diverse, prepared panels. A mix of perspectives, with shared questions and a simple scoring guide, reduces bias.
- Watch for unspoken filters. Culture fit can quietly mean people like us. Look for what the person brings, not how familiar they feel.
- Make the process accessible. Use accessible application tools and a clear, easy way to request accommodation.

Handle demographic data with care. If you track who applies to see whether outreach is working, keep that information separate from the hiring decision and review it only after the hire is made.

Inclusive hiring is not about lowering the bar. It is about removing the barriers that kept good people from reaching it.

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Identify the workplace condition, involve affected staff, test an improvement, and monitor impact using Inclusive Recruitment and Hiring.

Confirm the current purpose, audience, and decision authority before using Inclusive Recruitment and Hiring to identify the workplace condition, involve affected staff, test an improvement, and monitor impact.

Choose the sections of Inclusive Recruitment and Hiring that match the situation; do not apply unrelated guidance as a blanket rule.

For all staff, use Inclusive Recruitment and Hiring to identify the workplace condition, involve affected staff, test an improvement, and monitor impact; use the guidance in the immediate task, check impact and access, and ask for help when authority is unclear. Start by write inclusive job postings. Use plain, gender-neutral language. List the real essential functions. Avoid jargon and inflated requirements that screen people out for no good reason.

Do not replace official legal, policy, clinical, supervisory, program, or Tribal authority.

Do not infer an individual's identity, preferences, needs, or experience from group-level information.

State uncertainty, use current authoritative sources, and escalate when the decision exceeds the user's role.

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