

Inclusive hiring and selection

You are responsible for a hiring process and want it to find capable people the current process may be screening out.

Outcome: By the end, you will have an inclusive hiring plan for a specific position: job-related requirements with alternatives, accessible outreach, a structured rubric and interviews, accommodation offered to everyone, a bias check built into deliberation, and a plan to review stage-by-stage outcomes with your HR partner.

Situations that may fit this path

- A position description being written or revised
- A hiring panel, rubric, or interview plan
- A screening process that keeps producing the same result

Six steps to work through in order

1. **Test what the work requires** — Use Ask to work through the requirements, the rubric, and the outreach plan for this position. Answers will say what they are based on and what needs your HR partner. · **Ask a question** — program page /ask?path=gp-6
2. **Consider community context** (If relevant) — If outreach names particular Minnesota communities, read the relevant brief for how to reach people and what not to assume. · **Explore Minnesota Communities** — program page /minnesota-communities
3. **Choose practical resources** — Use the eight-stage lifecycle, the job-relatedness check, and the accessible meeting guidance for interviews. · **Inclusive hiring lifecycle** — program page /resources/ja-inclusive-hiring-lifecycle · **Is this requirement job related?** — program page /resources/ja-job-relatedness-check · **Accessible and culturally responsive meetings** — program page /resources/ja-accessible-meetings
4. **Draft your inclusive hiring plan** — Complete the plan for this position. Leave out candidate and employee names. Use the downloaded checklist to write your answers in a tool you normally use. This page does not save them.
5. **Review your work** — Confirm that each requirement is tied to the work, accommodation is offered to everyone, the rubric is written, the panel is prepared, and outcomes will be reviewed with HR.
6. **Take it to the right people** — Bring the plan to your HR partner and hiring panel. DSD staff can also request a consultation to think through a difficult position. · **Find the right person** — program page /support/right-person?matter=hiring_or_workforce

What a useful result looks like

Still needs work

- A diversity statement added to an unchanged posting
- Removing every qualification without testing what the work requires
- A panel chosen for appearance and given no rubric

Ready to use

- Each requirement is tied to the work with an alternative named
- The rubric is written and used
- Outcomes will be reviewed stage by stage with HR

Privacy

Do not include candidate or employee names. Describe the process, not a person. This page does not save your answers or progress. Notes saved through an earlier version may still be in this browser's site data; this page does not show or delete them.

Inclusive hiring plan

Privacy

This is a blank published checklist. If you complete a downloaded copy, store and share that file according to DHS requirements. Nothing you write in that file is saved back to this page.

Item	Detail
Position title and unit (required)	The position, not a person.
Requirements and what work each one predicts (required)	One line per requirement: the requirement, the work it predicts, and the credible alternative that shows the same ability.
Where and how you will reach people outside your usual networks (required)	Include community partners, plain-language posting, visible salary range, and the accommodation statement.
Screening and interview rubric (required)	The written criteria applied the same way to every candidate. Replace culture fit with specific behaviors the team needs.
Accommodation and access at each stage (required)	How accommodation is offered to everyone, and how each stage is accessible without disclosure.
Panel, HR partner, and reviewers (required)	Who is on the panel, how they were prepared, and which partners reviewed the plan.
What you chose not to assume (required)	About candidates' paths, communication styles, or what confidence looks like.
Who owns each follow-up (required)	Including who will review stage-by-stage outcomes with HR.

Item	Detail
Outcome review date (required)	When you will look at who applied, advanced, and was hired.

Review your notes against

- Every follow-up has a named owner
- A next review date is set
- This is connected to your specific work
- Language, disability, and communication access were considered for this work
- You named who was involved and the role they had
- You noted what you chose not to assume
- No names of candidates, employees, or complainants are included

Questions to bring to Ask

- We are rewriting a position description. How do we test whether the degree requirement is really job related?
- What should be in our interview rubric so we are not relying on culture fit?
- How do we offer accommodation at every stage without making anyone disclose a disability?