



## **Ideas on How to Integrate DEI & Cultural Considerations into Hiring Practices**

### **Job Postings**

1. Write Job Postings that are easy to read and use plain language (English/French)
2. Write Job Postings that use inclusive language
3. Replace educational requirements with relevant knowledge, skills and competencies (when not a registered profession)

### **Application Processes**

4. Make application processes easy for candidates with low computer skills to apply (if computer skills are not required for the position)
5. Source candidates proactively from less traditional backgrounds
6. Post jobs in non-traditional outlets

### **Resume/Application Reviews**

7. Anonymized resume review (remove names and locations from resumes - replace with # identifying candidate)
8. Have employees doing the same position participate in candidate selection or interviewing (hiring committee)

### **Interviews**

9. Write interview questions using plain language (English and/or French)
10. Allow interviewees to ask for questions to be repeated or reworded to ensure understanding (if fluency in English is not a requirement for the position)
11. Interviewees and interviewers are allowed to use translation or interpretation apps in interview (if fluency in English is not required for the position)
12. A list of current employees' languages is maintained so employees can assist with interviewing or mentoring new employees that speak the same language (if fluency in English is not required for the position)

### **Hiring Decisions**



13. Hiring decisions are made by consulting a diverse hiring committee under the oversight of a Manager rather than only the Manager being in charge of hiring
14. Quantifiable matrixes are used by hiring committees to decide which candidates should be interviewed and pass interviews

### **Company Culture Practices**

15. Employees learn about and demonstrate cultural humility (no one can define a culture - everyone's experience of culture is different)
16. Employees feel comfortable and safe to share the positive and negative aspects of their culture with team members and management
17. All employees feel their cultures are represented and respected equally in the workplace (no preference if there are more employees from a certain culture)
18. Employees are regularly consulted and can respond anonymously on how accepted they feel and what needs to be improved
19. Records are kept to ensure there are no cultural preferences in hiring practices (a Manager is not exclusively hiring people from the same culture)

