

Toolkit Inclusive Recruitment



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Welcome to your Inclusive Recruitment Toolkit.

What is a Toolkit?

A set of practical activities and conversation starters to facilitate with your team to keep important topics on the agenda.

How many colleagues could you train at one time?

Ideally groups of 2 - 15 learners, although many activities can be adapted for one-to-ones too.

When can you run the session?

As part of formal training session, during a team meeting, induction, or one-to-one development.

Where can you hold the training?

Online using a platform that has breakout room capability, in a training room, in the office, or on-the-job.

Who could attend these sessions?

Content is suitable for use with colleagues from any function or level, including new starters.

How long do I need?

Activities are typically 20-60 minutes duration.

Can I customise the content?

You can easily relate the learning to your own organisation's policies, processes, and guidance, as appropriate. An action planning sheet has been included to help learners record at least three role-specific actions at the end of every session.



Preparation

Before running a session...

Prepare:

- Familiarise with the session's objectives, topics, and materials. Ensure you understand the learning outcomes and feel comfortable to guide the discussion.
- Collect any necessary materials, such as slides, handouts, or video content or tech.
- Consider potential questions that might arise during the session and digest the supporting information included in the toolkit.

Communicate:

- Reach out ahead of the session to let your team know what topics you intend to discuss, giving them an opportunity to ask questions or share any concerns.
- Optionally you can share the activity links with people beforehand so they can familiarise with the topic ahead of time.

Position:

- Ensure all participants know the role they play in creating a 'safe space' (respectful, non-judgmental and confidential) for everyone to share thoughts and feelings and to learn together.
- Create an opportunity for individuals to reach out following the session to ask questions or share thoughts privately if preferred.



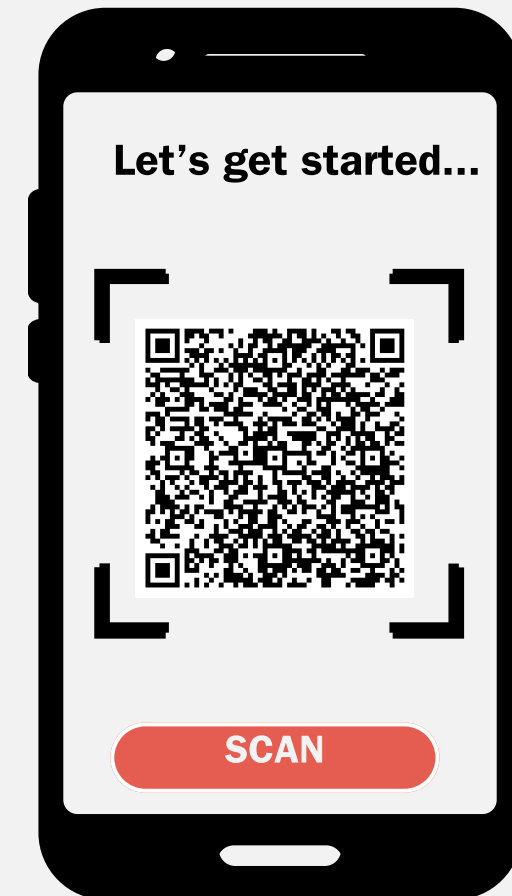
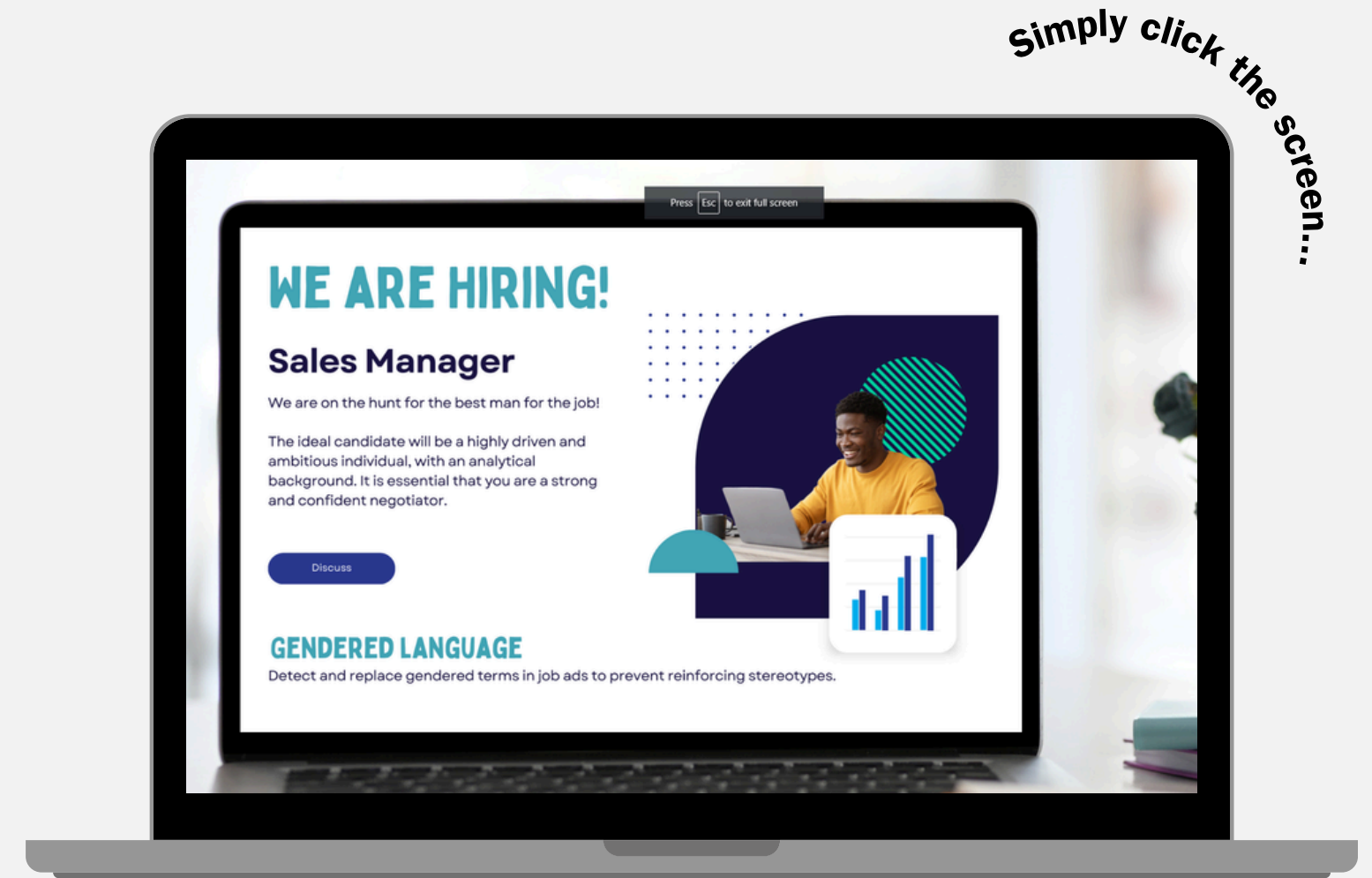
ACTIVITY #1

BARRIERS IN THE RECRUITMENT PROCESS

SHARE



Follow the instructions on the next page →



Instructions

Let's get started...

In the "Barriers in the Recruitment Process" activity, we'll explore how marginalisation affects candidates during hiring. This exercise is designed to highlight certain advantages or privileges that some individuals may have in the recruitment process.

Introduce this session with these step-by-step instructions before circulating the link to the activity on the following page:

1

Ask all participants to hold up 10 fingers and read aloud each statement on the activity link.

For each statement that participants identify with, they should lower one finger or put a strike through the number if written down.

(Activity link and QR code can be found on page 4).

2

Reflect on the results, highlighting how subtle bias and privilege can impact candidates during interviews and other stages of the recruitment process.

Explain that the activity was just the beginning, and you will now explore how bias and privilege manifest in job advertisements, shortlisting, and interviews.

3

Break into groups (maximum of 4 groups) and assign each group one of the four points on the activity link to explore.

(Activity link and QR code can be found on page 4).

4

Reconvene after 10 minutes to share findings and contemplate how these factors contribute to systemic bias in hiring, affecting workplace diversity.

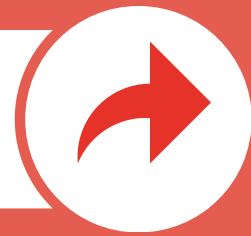
As a group, commit to actionable steps for creating more inclusive job ads.

Note: If someone has a physical limitation that prevents them from doing this, provide an alternative method for them to participate comfortably, such as writing down numbers 1 to 10.

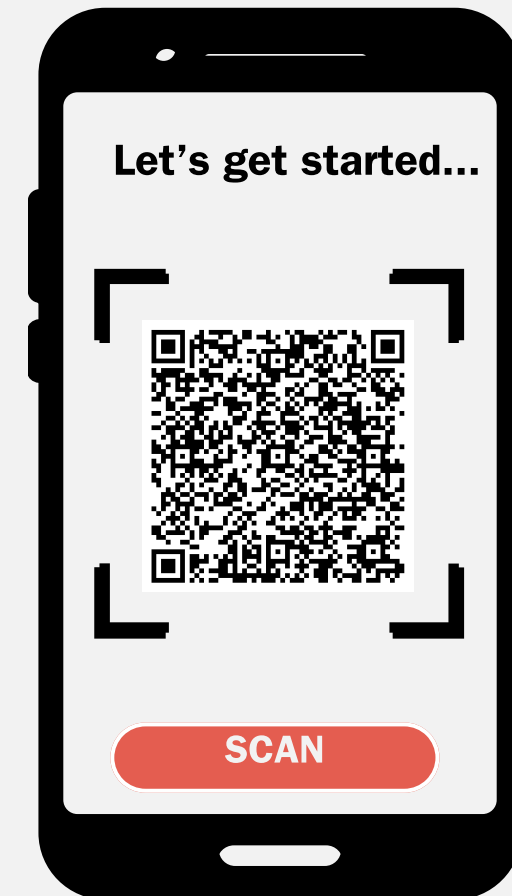
ACTIVITY #2

CASE STUDIES

SHARE



Follow the instructions on the next page →



Instructions

20-30 min activity

Let's get started...

In this activity we will explore a series of inclusive recruitment case studies that examine both successful and problematic practices.

Introduce this session with these step-by-step instructions before circulating the link to the activity on the following page:

1

Divide the participants into groups (maximum of 4 groups) and distribute one of the 4 Inclusive Recruitment Case Studies in the activity to each group.

(Activity link/QR Code can be found on page 6).

2

Instruct the participants to read and thoroughly discuss the case study they've been given for 10 minutes, paying attention to both positive and negative aspects of the scenario.

Ask participants to consider not only the recruitment process itself but also implications for the post-recruitment experience.

3

Reconvene as a whole group and ask each group to share insights and key findings from their case study.

4

Summarise the main findings and takeaways from their discussions. Encourage participants to reflect on how the insights gained from this activity can be applied in their own roles or organisations.

Your Action Plan

One thing I will stop doing...

One thing I will start doing...

One thing I will do differently...

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