

The Department of Employment and Workplace Relations presents

HIRING OUTSIDE THE BOX

BUILD YOUR RECRUITMENT TOOLKIT

Are your recruitment practices finding you the right candidates?
Are your recruitment processes preventing good candidates from applying?



Inclusive recruitment

process of finding, interviewing and hiring people from different backgrounds and with different perspectives.

Job Design

Inclusive job design can support new and current employees to work in a way that values their differences, leverages their skills, and delivers their best work. Consider incorporating accessibility options, adjustments and flexibility into the workplace.

Attraction – Language is important!

Language used in job advertisements can influence an individual's decision to apply for positions. Focus on transferable skills rather than technical skills, qualifications or specific experience.



Helpful tip:

Websites like [gender decoder](#) can help you to determine whether a job advert is [gender coded](#).

Selection – overcome unconscious bias!

We unconsciously tend to get along better with people who are like us. What do we mean when we say we are looking for “the right fit” or “cultural fit”?

- Establish diverse interview panels.
- Use structured interview questions for all candidates.
- Use alternative application methods, such as walk-in interviews or approach organisations that help place diversity candidates.
- Consider how non-verbal communication can vary across cultures and may sometimes have the opposite meaning than intended.

Why?

The talent case

increase the quality and size of the candidate pool.

The business case

diversity fosters innovation and creativity, ultimately improving business performance and the wellbeing of employees.

Onboarding

A positive onboarding experience has a significant impact on employee productivity, retention and safety.

Next steps

Start conversations within your organisation (at the employee, management and executive levels)

Review your processes to identify where you could be more inclusive in your hiring

Take the first step and implement small changes and evaluate to see the outcomes of your changes



Promoting diversity and inclusion
workforceaustralia.gov.au



Inclusive Recruitment Toolkit