

BUILD AN INCLUSIVE AND DIVERSE TEAM FROM THE GROUND UP

Recruitment is an elemental process for organizations. Solid diversity, equity, and inclusion practice is rooted in ongoing learning and incremental change. Each day we make hundreds of choices that impact ourselves and others. This includes decisions made before, during, and after the hiring process. This collection of resources is intended to inform your choices both individual and organizational with best practice in mind. Pick a link and get started by expanding your awareness and building skills, so that you can evolve behaviors.

1. PUT INCLUSIVE CULTURE FIRST

“Lead with inclusion and diversity can follow.”—Kelli Palmer

TIPS & RESOURCES

Define what diversity, equity, and inclusion mean for your company.

How to define diversity, equity, and inclusion at work

cultureamp.com/blog/diversity-equity-inclusion-work

6 Steps for building an inclusive workplace

shrm.org/hr-today/news/hr-magazine/0418/pages/6-steps-for-building-an-inclusive-workplace.aspx

How to create a more diverse, equitable and inclusive workplace

shrm.org/resourcesandtools/legal-and-compliance/employment-law/pages/promoting-diversity-equity-and-inclusion.aspx

2. EDUCATE THE TEAM

“People aren’t diverse, but teams and companies must be.”—Culture Amp

TIPS & RESOURCES

Make The Case

Read *Rebel Ideas* by Matthew Syed

Mitigate common hiring biases

Here is how bias can affect recruitment in your organization

forbes.com/sites/pragyaagarwaleurope/2018/10/19/how-can-bias-during-interviews-affect-recruitment-in-your-organisation/?sh=3bf3e0fc1951

3. FOCUS ON THE INDIVIDUAL

“Every hire should be a culture add, not just a culture fit.”—Unknown

RESOURCES

How to Reduce Personal Bias When Hiring
hbr.org/2019/06/how-to-reduce-personal-bias-when-hiring

Actively Addressing Unconscious Bias In Recruiting

hbs.edu/recruiting/insights-and-advice/blog/post/actively-addressing-unconscious-bias-in-recruiting

4. CRAFT JOB DESCRIPTIONS WITH THOUGHT & CARE

"49.7 seconds is how long job seekers spend reading a job description before dismissing a position as a poor fit."—theLadders

"64% of recent graduates feel that they can't apply for a role if they don't understand every part of the job description."—Milkround

TIPS & RESOURCES

Write for a broader audience

6 Must Know Tips for Writing Inclusive Job Descriptions
harver.com/blog/inclusive-job-descriptions/

Keep sentences and paragraphs short. Use white space to reduce visual 'noise'.

Try Textio.
textio.com/

Avoid gendered language.

Try a free Gender Decoder.
gender-decoder.katmatfield.com/

Express your commitment to equity and diversity.

25 Examples of Awesome Diversity Statements
blog.ongig.com/diversity-and-inclusion/10-examples-of-the-best-diversity-statements/

Rethink and limit the number of requirements.

Should a College Degree Always Be a Requirement When Hiring?
recruiterbox.com/blog/college-degree-always-requirement-hiring

5. SOURCE EXPANSIVELY

TIPS & RESOURCES

Align objectives

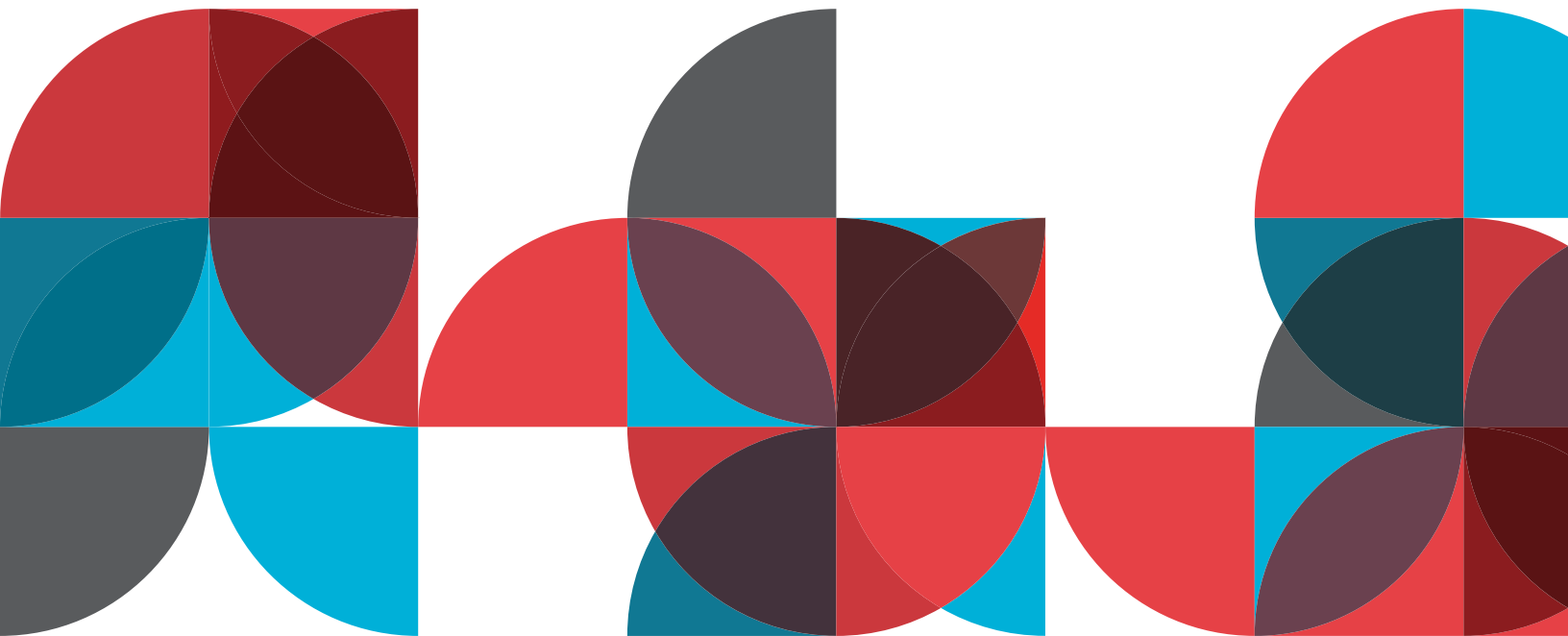
How to align recruitment marketing to your diversity and inclusion objectives
rallyrecruitmentmarketing.com/2018/04/how-to-align-recruitment-marketing-to-your-diversity-and-inclusion-objectives/

Eliminate any barriers to applying. Is your website accessible for persons with visual and/or hearing needs?

2021 ADA Website Accessibility Standards
accessibility.works/blog/2021-ada-wcag-website-accessibility-standards-requirements/

Go beyond the standard networks to source talent. Consider:

- Leveraging advertising resources offered by professional organizations that focus on underrepresented populations
- Connecting with affinity groups within professional associations
- Engaging with networking groups before you need to hire
- Developing relationships with faculty and/or career services at Historically Black Colleges, Hispanic Serving Institutions, and Women's Colleges
- Providing targeted scholarships and internships



6. ANALYZE SCREENING PROCEDURES

“Candidates with minority-identified names received 30-50% fewer callbacks and job offers.”—Pandalogic

“KPMG hired 44% more females thanks to using an AI assessment tool.”—Harver

RESOURCES

Reduce Unconscious Bias—and Expand Your Talent Pipeline—with the Second Look Rule
[linkedin.com/business/talent/blog/talent-acquisition/reduce-unconscious-bias-expand-talent-pipeline-with-second-look-rule](https://www.linkedin.com/business/talent/blog/talent-acquisition/reduce-unconscious-bias-expand-talent-pipeline-with-second-look-rule) (video)

Are you biased? I am
[youtube.com/watch?v=Bq_xYSOZrgU&t=528s](https://www.youtube.com/watch?v=Bq_xYSOZrgU&t=528s)

7. EXAMINE POSSIBLE BIASES IN INTERVIEW FORMAT & QUESTIONS

“By introducing diverse interview panels, Intel increased diversity in their company by 41%.”
—WorkingMother

TIPS

Create

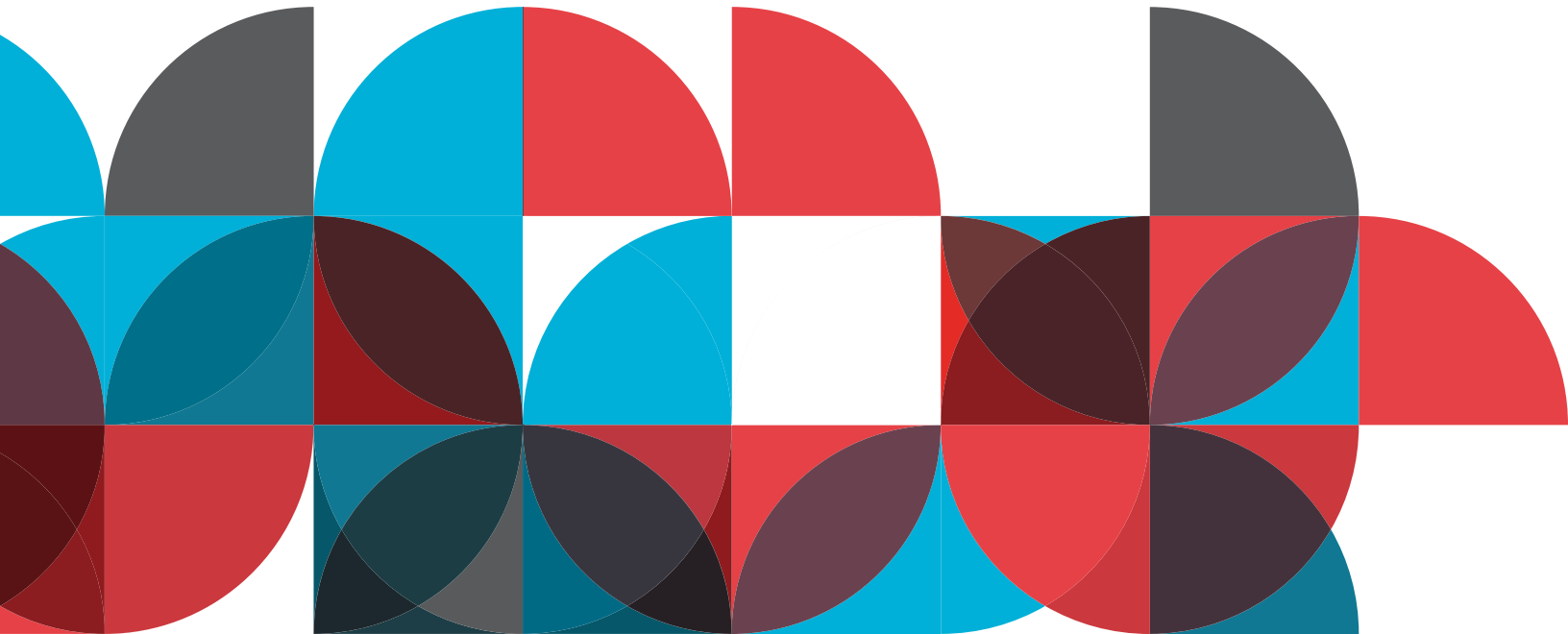
- Individual roles of your panel members
- Standardized core set of questions
- A scorecard based on the job description to rate candidates
- An understanding of communication needs

RESOURCES

Bias in Interviews: Eliminate It Fast with These 6 Easy Strategies
codesubmit.io/blog/eliminate-bias-in-interviews/

Types of Interviewing Bias and How To Minimize It
indeed.com/career-advice/interviewing/interviewing-bias

How to Mitigate Unconscious Bias in Recruitment—Where Interviews Go Wrong
cangrade.com/blog/talent-acquisition/unconscious-bias-in-recruitment/



8. PROVIDE EQUITABLE COMPENSATION & INCLUSIVE BENEFITS

"A Yale University study found that male and female scientists, both trained to be objective, were more likely to hire men, and consider them more competent than women, and pay them \$4,000 more per year than women." —Forbes

RESOURCES

8 Best Practices to Achieve Pay Equity
compa.as/blog/pay-equity-best-practices

Inclusive Employee Benefits and Perks that Support Diversity
lever.co/blog/supporting-diversity-with-inclusive-employee-benefits-and-perks/

9. ONBOARDING IS IMPORTANT!

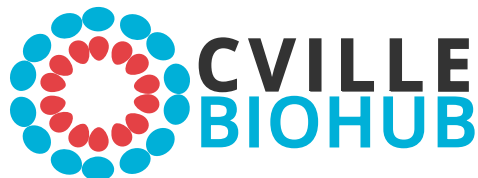
"Onboarding is an art. Each new employee brings with them a potential to achieve and succeed. To lose the energy of a new hire through poor onboarding is an opportunity lost." —Sarah Wetzel

TIPS & RESOURCES

Ensure that your onboarding process is thorough, with a clear set of steps for all new hires to take.

12 Onboarding Tips To Set New Hires Up For Success On Day One
forbes.com/sites/forbescoachescouncil/2021/05/28/12-onboarding-tips-to-set-new-hires-up-for-success-on-day-one/?sh=484433ab6013

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