



## Improving Your Hiring Practices Using a Diversity, Equity, & Inclusion Lens

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As a society we're becoming aware of the need for updated practices, policies, and recruiting processes that reflect all individuals. We're beginning to understand the importance of ensuring our workplace reflects gender diversity, supports truth and reconciliation, and is accessible for all. If you're in a managerial role within a company you're likely aware that Canada is also in a labour crisis. All this being said, if organizations hope to continue with 'business as usual' there are few key things that must be considered around the recruitment process in order to attract and retain top talent. Join Kristy Ware, as they take you on a self-discovery journey that is designed to improve your hiring practices using a diversity, equity, and inclusion lens.

### TERRITORY ACKNOWLEDGMENT

Whose land do you live on?

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What do you know, appreciate, and/or feel connected to about that land?

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### PART 1: Understanding Diversity, Equity, & Inclusion

What is diversity?

When you hear the word diversity what things come to mind?

In your own words, I invite you to share your thoughts.

Key #1:

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What is equity?

What's the difference between equality and equity?

In your own words, I invite you to share your thoughts.

Difference between the Golden Rule vs. the Platinum Rule:

Key #2:

What is inclusion?

How would you describe inclusion?

In your own words, I invite you to share what inclusion feels like to you.

Key #3:

PART 2: Rapid Fire Questions

*What's going well?*

*What needs to change?*

Hiring with a DEI lens is less about quotas (“let’s hire diverse people”) and more about the employee experience (“what is it like to be a diverse person at this company?”).

Question	Your Best Guess	The Correct Answer
1. What <u>grade level</u> should job descriptions be written for?		
2. What % of the requirements on a JD do <u>most women</u> feel they must meet before they will apply? What is the % for <u>most men</u> ?	Women:  Men:	
3. If attracting more women to your organization is your goal, what % of JD <u>language</u> should be feminine?		
4. What 2 things can you do to make applications more 2SLGBTQI+ inclusive?		
5. What is the gender neutral prefix for someone who identifies as non-binary or trans?		
6. Over the next 3 years Canada’s workforce will invite a large number of skilled workers (immigrants) from which 3 countries?		

Question	Your Best Guess	The Correct Answer
7. What 2 tools could you use to attract a <u>more diverse talent pool</u> into your company?		
8. <u>How many</u> people should conduct an interview for a new hire? Why?		
9. What 2 things could your company do to make the applicant screening process <u>less biased</u> ?		
10. What 2 <u>metrics</u> you can track to ensure you're hiring with a DEI lens?		
11. What is <u>tokenism</u> as it relates to hiring?		
12. What 2 things could be added to your <u>onboarding checklist/process</u> , to demonstrate that DEI is important to your organization?		
13. What is an <u>employee extended health benefit</u> that demonstrates inclusion for the following populations: <ul style="list-style-type: none"> <li>• 2SLGBTQI+</li> <li>• Indigenous</li> <li>• Different Religions</li> </ul>		
14. What <u>DEI identifier</u> is the correct or best one to use?		

**PART 3: Recruitment With A DEI Lens**

Preparing & Sourcing

BREAKOUT Activity #1: Preparing & Sourcing

In smalls groups, you have 5 minutes to collaborate and brainstorm answers to the following:

- a. When writing a JD, what could you include that will help you attract a more diverse candidate pool?

- b. What should be added to application forms to demonstrate your understanding for, and acknowledgement of, gender diversity? What could be removed?

JD and Employee Attraction Notes:

### Screening & Selecting

Pre-interview phase:

During the interview phase:

### Hiring & Onboarding

#### BREAKOUT Activity #2: Hiring & Onboarding

In smalls groups, you have 3 minutes to collaborate and brainstorm answers to the following:

- a. What 3 things could you include or do during your onboarding process to demonstrate that DEI is important to your organization?

Onboarding & Hiring Notes:

*“Be the change you wish to see in the world” - Mahatma Gandhi*

Thanks for taking the next right action toward creating a diverse, equitable, and inclusive workplace.

Yours in health and well-being,

Kristy

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