Recruit to Include

How smart procedures, interviewing techniques and cultural awareness improve results fast!
Reinforce Inclusion

We need to find someone!

Review Job Description

Post & Recruit

Screen & Select

Onboard & Develop

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At a glance

- Last updated?
- Current tasks, responsibilities and reporting relationships?
- Relevant, objective and quantifiable terminology?
- EEO tagline and reasonable accommodation addressed?
In-depth Review

- Summarize responsibilities using **objective** terms
- List **relevant** qualifications using **quantifiable** terms
  - Education level
  - Experience
  - Skills and certifications
- Address essential job functions and reasonable accommodation policy
- EEO Tagline
Examples to Avoid

• Aggressive and innovative, team player
• Strong and sustainable drive
• Confident and outgoing personality
• Positive attitude
• Youthful, outgoing personality
• Professional appearance
• Calm and professional
• Ability to prioritize and follow directions
• Hard working
• Passionate about work, learning
Practice

Critique the job description examples:

- **Objective** terminology
- **Relevant** requirements
- **Quantifiable** skills and experience
- EEO tagline and reasonable accommodation
Who are you reaching?

Consider:
- Where to post
- What outreach
- First impressions
- Budget needs

Post & Recruit

Measure:
- Source and outreach effectiveness
- Progress toward goals

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Web Site First Impressions

Can I connect?

Can I get excited about what the company does?

Do I feel like I might fit?
Outreach Plan

Year: __________  Budget: ____________________________

Responsible:  Goals:

__________________________________________
__________________________________________
__________________________________________

Accountability Check: ____________________________
List three barriers at your organization

Discuss and create a plan to begin removing at least one barrier when you return to work

Note how you will measure results
Raise Awareness

Bias in Interviewing

Screen & Select
How Prepared are We for Diversity?

Have you ever had an applicant...

- ...comes out as being gay?
- ...enters the room in a wheelchair?
- ...be a different ethnicity than you expected?

Do you know how you would react, even at a micro-expression level?
Raise Awareness - Discussion

• How might a reaction like this affect the applicant?

• How might a reaction like this, and the bias behind it, affect the outcomes of the hiring process?
Raise Awareness

The interview process is a critical point where...

• ...the best applicant for the job is selected . . . and sometimes screened out

• ...it’s the time for the organization to sell itself. . . and the applicant may screen the organization out

• ...applicants take information back to family, friends and communities, which can affect future recruiting
Onboard for Success

- Welcome or excluded?
- First experiences reflect promises?
- Active networking available?
- Diverse needs understood and met?
- Role models and opportunities?
- United leadership commitment to inclusion?
Support Success

• Business case and approved outreach strategy
• Strong EEO Policy with executive enforcement
• Consistent awareness and welcoming environment
• Education
  • EEO policy
  • “No fault” bias and discrimination awareness
  • Workplace harassment
• Shared accountability for progressive inclusion practices
We need to find someone!
Presenters’ Contact Information

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Resources

Websites: Diversityintegration.com, LilaKelly.com

Online Training for Diversity Interviewing and Hiring:
diversityintegration.com/product-category/training

Books:
• 10-Step Diversity Assessment and Action Plan Workbook:
diversityintegration.com/product/diversity-assessment-action-plan

• Integrate Diversity into Recruiting, Interviewing and Hiring:
diversityintegration.com/product/integrate-diversity-recruiting-interviewing-hiring

• Diversity Recruiting & Resource Directory:
diversityintegration.com/product/diversity-recruiting-resource-directory

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