

# Inclusive Recruitment Checklist

10 vital elements to ensure in your recruitment process

- ✓ Check your communications are accessible
- ✓ Ask people you know for feedback on your comms
- ✓ Look outside your usual networks
- ✓ Be as open as you can with skills required for the role
- ✓ Offer adjustments to people
- ✓ Sell the story about the role and your purpose
- ✓ Use clear and simple language; no jargon or acronyms
- ✓ Avoid gendered language
- ✓ Tell people about the recruitment process
- ✓ Involve different people and perspectives throughout

Remember that teams with different people and perspectives are more innovative, productive, and people are happier so they stay longer!



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