

Recruitment & Interview Checklist

Human Resource Practices

The company...	Yes	No	In Progress
Reviews vacant positions to ensure that the qualifications required fit the demands of the job			
Has alternative pathways to positions			
Has vacant positions posted			
Have recruiters specifically target a certain demographic			
Internships, and placement programs that have diversity targets			
Have selection committees, that are representative			
Have promotional opportunities and processes communicated openly and clearly to employees			
Have processes in place to track diversity employee separation such as retirement, dismissals, volunteer exits, and layoffs			
Has orientation and on boarding process that addresses diversity			
Has a provision for mandatory training on diversity for all staff			
Has a provision for mandatory training on diversity for leadership			
Diversity Consultants Recommendations and Comments:			

Accessibility Audit - Recruitment

The company...	Yes	No	In Progress
Has all aspects of recruitment available in accessible formats, such as:			
Screen-Reader friendly			
Accessible fonts			
Plain Language			
Offers accommodations for applicants with disabilities			
Provision for alternative formats			
Provision for ASL Interpreting			
Diversity Consultants Recommendations and Comments:			