DIVERSITY, EQUITY, AND INCLUSION: RECRUITMENT AND SELECTION

Created by the SIOP United Nations Committee

Creating and cultivating diverse teams is positively related to employee engagement, and organizational-level innovation, adaptability, and performance. [1, 2, 3, 4]

IS EVERYONE ABLE TO APPLY?

- Diversify recruitment practices to broaden the applicant pool, which can include attending specialized recruitment events and posting on new job boards.
- Increase the availability of the application process by making it available on mobile devices such as cell phones and tablets.
- Ensure applicant selection materials are at the same or lower reading level than the minimum requirements of the job.

DO THE JOB REQUIREMENTS ALIGN WITH THE ACTUAL JOB DEMANDS?

- Look for areas where unnecessary requirements could be removed. For example, an increasing number of jobs are removing college degree requirements.

ARE WE MEASURING JOB-RELEVANT ABILITIES?

- Consider the performance requirements for each job. Identify both the technical and non-technical aspects of performance. Try to measure both.
- When possible, it is better assess the full range of the candidate's knowledge, skills, and abilities by using multiple types of selection tools. This can include interviews, testing, and biodata.[5]
- Follow best practices for translating and adapting selection materials across languages, countries, or cultures. A test developed in one environment may or may not be valid in another. See International Test Commission's Guidelines for Translating and Adapting Tests as an example.[6]

ARE WE PAYING TOO MUCH ATTENTION TO JOB-IRRELEVANT INFORMATION?

- When possible, use a blind-resume review. This involves having a neutral person remove job-irrelevant information that could unintentionally skew the hiring process. Examples include extracurricular activities, names, and addresses.

THE SIOP UN COMMITTEE IS AVAILABLE TO IDENTIFY AND ORGANIZE EXPERTS TO:

1. Participate as speakers and panelists on DEI topics
2. Lead brainstorming sessions on how to best select candidates from a diverse applicant pool
3. Provide suggestions for future recruitment efforts

Visit our website for references and more information on DEI in the workplace, including our "Diversity, Equity, and Inclusion: Overview" info sheet: www.siop.org/United-Nations

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