

# HIRING CHECKLIST



## 1 ASSESSMENT PANEL:

Are you seeking diverse perspectives?

Are your interviewers aware of their own bias?

Have you put objectivity front and centre of the hiring process?

Could you seek other people's opinions?

Do you have full board buy-in?

## 2 SCOPING THE ROLE:

Does everyone understand the purpose of the role?

Do you know which skills and experience would be considered brilliant?

Do you know what skills and experience would not be considered good enough for role?

Do you need every requirement that is on the job description?

Would you consider a wild card candidate?

Do you have a clear understanding of internal seniority levels?

Do you understand what the desired behaviours are that candidates need to demonstrate?

What is culture fit? Would culture add be better?

Could your job description be more inclusive?

Have you checked your job description against a gender de-coder?

3

## ASSESSMENT PROCESS:

Could you use new assessment tools?

Could you build new structures and data processes?

Are you testing skills, values and mission alignment?

Do you have data processes that can tell you where your applications are coming from?

Are you iterating and improving as you go?

Do you invest in feedback and the quality of the candidates' experience?

4

## QUESTIONS TO ASK WHEN WORKING WITH A SEARCH FIRM:

Do they have a clear view of the diversity of the pool of talent throughout the recruitment process?

Do you understand your search firm's approach?

Have you looked at their board?

Do they mention diversity when describing their search process?

Could you ask more thoughtful questions such as - What is your proudest hire?

Could you ask - How have you secured diverse talent for client's previously?