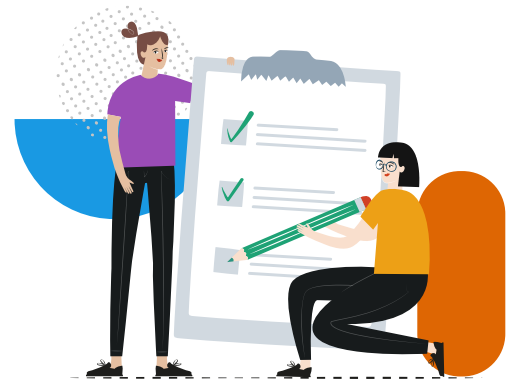


Diversity & Inclusion in the workplace:



A step-by-step checklist you should use to make sure you're creating a diverse, creative, high-performing, and safe working environment.

You've invested your time in implementing a diversity recruitment strategy. You understand [why it's important](#). But you're not 100% sure how to put those thoughts into action. We've made it easy.

Here at [Recruitee](#), we've created a step-by-step checklist that will build and shape your diversity and inclusion strategy, allowing you to implement your strategy and create a thriving, diverse, and inclusive workforce.

Gain Clarity:

Before you start putting ideas into action, you need to have ultimate clarity over why. Your reason behind creating a diverse and inclusive workplace underpins every step you take to work toward your end goal. So, before you get cracking, you need to first be able to communicate your reasons and how they will create a better working environment.

- ☐ Understand what the terms **diversity** and **inclusion** mean to you
- ☐ Evaluate your definition against the interpretation of others
- ☐ Edit your definition after collecting the results
- ☐ Assess your current workforce: is it genuinely diverse and inclusive?
- ☐ Create a clear **goal** to work towards

Understand the now:

In our 'Gaining Clarity' section, we talked about assessing your current metrics. This phase is all about your current strategy that has led to those results.

- ☐ Audit your job ads (both past and present)
- ☐ Assess your sourcing locations

Take action:

Now that you understand where you're sitting in terms of diversity and inclusion, you need to start taking steps - big, small, and everything in between - to broaden your workforce and ensure they feel included.

- ☐ Encourage your diverse employees to refer their connections
- ☐ Offer internships to targeted groups that you haven't included previously
- ☐ Work on and reshape your employer branding
- ☐ Amend your company policies for wider inclusion and diversity

Amend your hiring process:

You've done your background tasks. Once they're checked off the list, you'll create a far more open working environment that is clearly welcoming and thriving from diverse employees. But how do you get your varied candidates from lead to applicant, to candidate, to employee? Follow these steps:

- ☐ Implement blind resumes
- ☐ Implement blind interviews
- ☐ Edit and reframe your screening factors

Measure Your Progress:

That's a lot of work. But the benefits of forming a diverse and inclusive working environment are indisputable. It's now time to assess whether your strategy worked or whether you need to go back to the drawing board.

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A diverse and inclusive working environment isn't a 'nice to have,' in 2022. Instead, it's absolutely fundamental to a thriving, creative, and engaged working atmosphere. Therefore, if you want to gain the most from your employees, investing your time into implementing a functional diversification strategy is crucial.

Luckily, this checklist has made it easy!

