Nottingham Trent
University

Employer Toolkits

Inclusive Recruitment Checklist

Select

	Yes/No
Select	
Candidate Application Process	
Do you capture diversity data upon application? Do you make it clear to candidates what this is used for?	
Do you make it clear what the application process is? Knowing the next steps will help candidates prepare, and is particularly important for neurodivergent applicants or those who haven't been through formal recruitment processes before.	
Do you offer any candidate coaching or support throughout the process?	
Candidate shortlisting	
Have you considered a blind application process? Anonymising certain information on CVs can help reduce bias.	
Have you explored a contextual recruitment approach? Principles of contextual recruitment can mean a more level playing field for candidates from disadvantaged backgrounds.	
Have you considered embedding psychometric testing into your process? These tests can increase objectivity and reduce bias.	
Interviews	
Do you use strengths-based interview questions alongside more traditional competency questions? These can allow students who haven't had specific experiences to shine and show their passion for the role.	
Do you have a structured list of interview questions with clear scoring criteria?	
Are the questions you use relevant for the role?	
Do you try to have a diverse interview panel?	
Do you offer unconscious bias training to your interviewers?	
Assessment activities	
Do you use any additional assessment activities? I.e. group activities, work-based tasks, technical assessments. Consider carefully which activities are most relevant for the specific role.	

Have you considered how different activities may disadvantage various under-represented groups? Monitoring how different groups perform throughout your selection process.	