Nottingham Trent University

Employer Toolkits

Inclusive Recruitment Checklist

Version: 01
Date: June 2023

Attract

	Yes/No
Attract	
Company Website	
Are your values around EDI clearly displayed on your website?	
Are your policies up to date and available to be viewed? eg Diversity & Inclusion policy	
Do you regularly update blogs/ social media highlighting your commitments to Equality, Diversity & Inclusion?	
Job Adverts	
Have you included all key details about the role? Being upfront about salary, hours of work, contract type etc will allow the candidate to make an informed decision about whether the role is right for their personal circumstances.	
Are you using clear, plain English? Keeping technical or company specific jargon to a minimum?	
Have you ran your advert through a gender decoder? Certain words can more strongly resonate with males or females and deter candidates from applying.	
Have you kept essential requirements to a minimum? Research shows that female candidates won't apply if they don't meet all of the essential criteria.	
Have you clearly outlined stages of the recruitment process? Knowing what to expect following their application will ensure a more positive experience for the candidate.	
Job Boards	
Have you considered new places to advertise your roles? Institutions with diverse student demographics, or EDI specialist organisations will open your role up to new talent pools who meet your diversity objectives.	
Career Fairs & Events	
Do you attend any careers fairs or events to promote your roles? Do your research and align your chosen events to your EDI focus areas.	

Do you take a diverse mixture of representatives to careers fairs and events? A more diverse range of employees present will appeal to candidates from a range of backgrounds.	
Employer Brand – it is important to create an employee value proposition that appeals to a broad range of candidates and ensure this is reflected in your company website, social media, and job adverts	
Do you have any memberships or accreditations that showcase your commitment to inclusivity? I.e. Social Mobility Pledge, Disability Confident Scheme, Stonewall Top Employers.	
Do you offer flexible/home/hybrid working opportunities?	
Do you offer support around employee wellbeing?	
Do you offer training and development opportunities?	
Do you have a commitment to sustainability?	
Are you involved in any charitable projects?	