Better recruitment ideas
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This is not a comprehensive checklist but a crowdsourced series of prompts about how to make recruitment more inclusive. Most of the things below relate to processes which are often done without questioning but which unintentionally disadvantage different people in the process.

I haven't included the actual work of promoting the role here as it will be bespoke to the job and the organisation, but the bottom line is if you want a more diverse pool of applicants then you have to put the leg work in at this stage. Sticking it on artsjobs with a statement about "welcoming applications from…" isn't going to do it.

In my work with [Strike A Light](), we have done a lot on our recruitment process and our two guiding principles are:

1. **Be transparent**- no tricks, no surprises, be clear about what, why and how at all times. This requires planning the whole process at the outset but it's worth it.

2. **Be human**- No one likes sending their application into an abyss. Everyone gets nervous in interviews. Communicate as people to people and be friendly at all stages of the process. It surprising (and a depressing comment on standard recruitment) how often people tell us how much they appreciated this

Recruitment packs

☐ Use **clear plain English** and explain any acronyms

☐ **Be transparent about all aspects** including salary, hours, flexible working and terms. Salary scales or not declaring the salary benefit those who already benefit systemically

☐ Do not ask for **qualifications** such as degrees unless it is a legitimate role requirement. [Non Graduates Welcome]() have done some great work showing why this is important.

☐ Do not include a requirement for a **specific number of years** experience

☐ **Be clear about closing dates and times**. Do not close applications early

☐ **Include interview dates** and information on the process e.g. first and second interviews

☐ **Check for gender bias in your language**. You can use tools such as [this one]() or [this one]() to check

- ☐ **Provide access information** about the office/ working space and examples of reasonable adjustments that can be offered

- ☐ **Include information about how the application will be assessed** e.g scored against the person specification by X staff and an associate artist

- ☐ **Provide recruitment packs in different formats** (plain text, audio)

- ☐ **Accept applications in different formats** (video, audio, written) and avoid badly formatted forms which make every applicant want to scream

- ☐ **Provide a contact for any questions** and consider whether you can offer info sessions

- ☐ **Always acknowledge receipt and outcome of applications** and give feedback. This could include general feedback about the qualities of the applications you shortlisted where individual feedback is not possible.

Interviews

- ☐ **Provide interview questions in advance**. This makes the process easier for so many people for so many different reasons and in my experience has always led to more relaxed, richer, more useful interviews

- ☐ **Consider the diversity in- and make up of- your interview panel** carefully: whose voices do you need in the decision making process?

- ☐ **Provide information well in advance about the format, timings and location of the interview**, including information about accessibility

- ☐ **Check with interviewees if they have any access needs** for the interview

- ☐ **Consider the unpaid labour of asking people to prepare presentations** and whether an alternative like a task or discussion could fulfil the same purpose

- ☐ **Keep people informed** if decisions are delayed following the interview and always let them know the outcome of the interview

- ☐ **Consider if you can offer travel expenses** and payment for freelancers, artists and/ or second interviews or longer interview processes