

## **10 TOP TIPS FOR INCLUSIVE SELECTION PRACTICES:**

For success with Conservation Legacy's strategic goal to increase our underrepresented populations and center equity in our practices for staff and seasonal members, it is important to set some guidelines in our recruiting efforts. These 10 quick tips will be helpful as we work to increase the diversity of our applicant pool, and subsequently our staff and membership too.

1. **Do start early with the hiring process.** *Rushing the selection and hiring process means quick decisions which favor candidates who are not from underrepresented populations.*
2. **Do market the Position Announcement and revised Position Descriptions.** *Re-evaluate required qualifications and ensure the job criteria includes experience with underrepresented populations. Consider using a shorter job announcement with a link to the full position description.*
3. **Do ensure your applicant pool is diverse before you start interviews.** *If you don't start with a candidate pool that is representative of the nation and/or region you serve, there is less equity and more likelihood that the finalist will not be from an underrepresented population.*
4. **Ensure your hiring committee is diverse.** *Candidates are looking for representation in our organization, so whenever possible make the interview committee a diverse group of staff ensure all decision-making/influence is equal every committee member is involved in ALL candidate interviews.*
5. **Don't have side conversation about candidates with your search committee between interviews.** *Believe it or not, your casual conversations with the search committee about candidates can influence your independent recommendations, so hold onto your thoughts until you are all together. Ensure all candidates are asked the SAME questions. If a question is added to one, you should ask the question to everyone to be equitable in the process.*
6. **Interview while acknowledging your biases.** *Be open to your biases when in the selection process. Work to create a rubric that clarifies the criteria against which the applicant will be reviewed that is consistent against all candidates.*
7. **Do use screening tests to eliminate unconscious bias around diversity.** *Use implicit bias tests prior to interviews and be aware of your own biases throughout the selection process. Are you selecting because they "feel like a good fit" or "you think you'd work well with them?" If so, be sure you have looked at FACTS of why this is true based off minimum qualifications.*
8. **Do respond to any questions from candidates in a timely manner.** *An applicant's overall experience with our organization will weigh into their decision to work here and recommend us in the future. Remember, it's their chance to interview us while we interview them!*
9. **Redirect your top candidates to other positions within our organization.** *They may have transferrable skills, or the timing of a position may align better with seasonal work so never underestimate the power of a "warm handoff."*
10. **Don't overlook diversity recruiting sites alongside your regional community contacts.** *The cliché of "it's who you know" is very true in successful recruitment systems. Don't hesitate to cold call candidates you find with necessary qualifications or referrals from reliable sources.*