

Checklist for hiring managers

Below is a checklist of our recommendations to ensure you have considered all aspects of hiring inclusively

	Creating the position description and advertisement
☐	Have you created a plain language advertisement and position description that outlines all elements of the role?
☐	Have you ensured the documents meet accessibility criteria?
☐	Have you recorded and included an audio description of the advertisement and position description?

	Advertising the role
☐	Have you allowed for multiple methods of application?
☐	Have you distributed the advertisement through a variety of networks?
☐	Have you considered running an informal informational interview?
☐	Have you included a statement about using inclusive hiring practices, encouraging people from a variety of backgrounds to apply and encouraged applicants who do not meet all of the criteria to apply?
☐	Have you provided a way for applicants to contact the hiring manager?

	Screening applicants
☐	Have you considered the inherent requirements of the role? Outlining the essential tasks and responsibilities is important, so that adjustments or supports can be explored without compromising the core duties of the position
☐	Have you considered the opportunity for learning or professional development once an applicant is in the role?



Interview Process

☐	Have you arranged an interview method that will work for the hiring manager and applicant? Including considering setting up an interview that may not follow traditional methods
☐	If you are organising a traditional interview, have you provided the following to the successful applicants?
☐	An Access Key of the interview location
☐	A social script or what to expect during the interview process
☐	The interview questions and the reasons for asking them
☐	All information you would like the applicant to read or understand
☐	A list of accommodations possible that applicants can select from and an opportunity to share what else would support them
☐	Have you contacted unsuccessful applicants and provided feedback?



Onboarding and beyond

☐	Have you reached out to the successful applicant and had a conversation about what supports them to be their best at work, including any accommodations?
☐	Have you provided all relevant information and what to expect for their first day or week?
☐	Have you considered the amount of content, organisational training and team integration and appropriately spaced activities?
☐	Have you scheduled time with the successful applicant to ensure the workplace has been set up to be inclusive and accessible, and it is working for them?
☐	Have you implemented a check in or way of communicating that allows the successful applicant to provide feedback or ask for support?