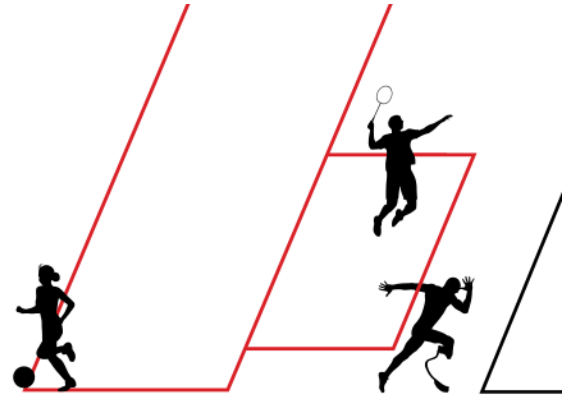# Equity, diversity, and inclusion (EDI) checklists

Inclusive hiring process checklist

1. Job description
   - ☐ Use inclusive language in job descriptions to attract a diverse pool of candidates
   - ☐ Clearly outline essential job requirements and qualifications

2. Recruitment
   - ☐ Use diverse recruitment channels to reach a broad audience
   - ☐ Partner with organizations focused on diverse talent pipelines
   - ☐ Promote job opportunities through diverse social media platforms

3. Application process
   - ☐ Ensure an accessible online application process for candidates with disabilities
   - ☐ Provide an opportunity for the candidate to share their pronouns in the application
   - ☐ Include employees' pronouns (with consent) where appropriate on the website, staff list, or with contact information

4. Resume review
   - ☐ Adopt anonymous resume reviews to minimize unconscious biases
     - o **What is an anonymous resume?** An anonymous resume, also called an **anonymous CV** or an **anonymous curriculum**, doesn't include any personal details that refer to the applicant's gender, age or ethnicity. In general, the idea is that any information that doesn't relate to a person's work capabilities shouldn't be included. The only information that should appear is academic training, work experience, and contact information so that there is <u>unconscious bias</u> left out of the equation.
   - ☐ Focus on skills, qualifications and experiences directly relevant to the job

5. Interview process
   - ☐ Provide clear communication about the interview process in advance
   - ☐ Use a diverse panel of interviewers to minimize individual biases
   - ☐ Standardize interview questions to ensure consistency for all candidates
   - ☐ Encourage the interviewers to use their pronouns when introducing themselves to the candidates, if they are comfortable doing so

6. Adaptations
   - ☐ Clearly communicate the availability of adaptations for candidates of all abilities
   - ☐ Proactively inquire about specific needs and provide necessary adaptations

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Here are some examples of commonly requested adaptations that employees may need in preparation for an interview:

- Physical access:
  - **Location**: Ensure the interview location is physically accessible (examples: stair-free access, elevator, accessible washroom, doors with push buttons).
  - **Adjusted lighting**: Consider natural light or well-lit interview areas, avoiding fluorescent overhead lights.
  - **Scent-free environment**: Request that the hiring committee refrain from wearing perfumes or scented products during the interview.
  - **Presence of attendant or service animal**: Some candidates may require assistance or have service animals.
  - **Seating arrangements**: Arrange seating so the candidate can clearly see the interviewer's face (helpful for lip reading).
  - **Quiet location**: Minimize ambient noise to avoid barriers to hearing and focusing.
- Timing:
  - Schedule interviews during the time of day when the candidate experiences the least disability-related barriers. For example, consider personal care worker availability or energy levels.
- Communication:
  - **Sign language interpreter**: Deaf candidates may request an interpreter (e.g., ASL or LSQ) during the interview.
  - **Advance copies of interview questions**: Providing questions in advance allows candidates to prepare effectively.
- Flexible interview scheduling:
  - Recognize that candidates may have religious or cultural observances (examples: holidays, fasting periods). Offer flexible interview times to accommodate these needs.
- Prayer spaces:
  - If a candidate follows a specific faith tradition that involves daily prayers, consider providing a quiet and private space where they can pray during breaks or before or after the interview.
- Language support:
  - Offer language interpretation services if the candidate is more comfortable expressing themselves in a language other than the interview language.
  - Provide translated interview materials if necessary (examples: job descriptions, company information).

- Cultural awareness training for interviewers:
    - Train interviewers to be culturally sensitive and aware of potential biases. Encourage them to approach interviews with an open mind and without assumptions.
- Cultural competency in questions:
    - Avoid questions that assume a Western cultural context. Instead, focus on skills, experiences, and qualifications relevant to the job.

7. Evaluation criteria
☐ Establish clear and job-related evaluation criteria for assessing candidates
☐ Avoid assessing candidates based on characteristics unrelated to the job

8. Diversity training
☐ Provide training for interviewers and hiring teams on how to recognize and mitigate unconscious biases
☐ Educate team members on the importance of diversity and inclusion in hiring

9. Feedback mechanism
☐ Create a feedback loop for candidates to share their experiences during the hiring process
☐ Use candidate feedback to continuously improve the inclusivity of the hiring process

10. Decision-making
☐ Encourage diverse perspectives in the decision-making process
☐ Base decisions on candidates' qualifications and potential contributions to the team
☐ Establish clear criteria for selection or non-selection, and provide feedback to candidates whenever possible

11. Onboarding
☐ Develop an inclusive onboarding process that welcomes and supports diverse hires
☐ Assign mentors or buddies to help new hires navigate the organizational culture
☐ Develop an onboarding plan or checklist for the next few weeks

12. Continuous improvement
☐ Regularly review and update the inclusive hiring process, based on feedback and evolving practices

☐ Stay informed about diversity and inclusion trends in the industry to adapt strategies accordingly

13. Accountability
☐ Assign responsibility for tracking diversity metrics throughout the hiring process
☐ Hold hiring teams accountable for adhering to inclusive practices and meeting diversity goals

By adopting and using this inclusive hiring process checklist, organizations can create a fair, accessible and welcoming environment for a diverse range of candidates, contributing to a more inclusive workplace culture.

Sample EDI interview questions and categories

1. Equity awareness
   a. What's an example from your previous experience where you actively promoted equity and fairness within a team or organization?
   b. How do you ensure that all team members feel included and valued, especially those from underrepresented backgrounds?
   c. What does equity mean to you?
   d. Describe how you might promote and support our company's commitment to equity in our programming.

2. Diversity understanding
   a. How have you successfully encouraged diversity in the workplace in your previous roles?
   b. What's an example of a time when you recognized and embraced diverse perspectives to enhance team performance?

3. Inclusion practices
   a. Describe a specific strategy or initiative you've implemented to foster an inclusive work environment.
   b. How do you ensure that everyone's voice is heard during team meetings or collaborative projects?

4. Addressing bias
   a. How do you recognize and address unconscious biases in your decision-making processes?

    b. What's a situation where you had to mitigate bias within a team or project?

5. Promoting equal opportunities
    a. In what ways have you ensured equal opportunities for professional growth and development within your team?
    b. Describe a situation where you actively worked to eliminate barriers to success for all team members.

6. Handling discrimination or microaggressions
    a. How would you identify and address instances of discrimination or microaggressions within the workplace?
    b. What's an example of a time when you supported a team member who experienced discrimination?

7. Accessibility and accommodations
    a. How do you ensure that the workplace is accessible to individuals with diverse needs?
    b. What are actual ways you've accommodated the specific needs of team members to create an inclusive work environment?

8. Community engagement
    a. In what ways have you engaged with external communities to promote diversity and inclusion?
    b. What are examples of partnerships or collaborations that have positively impacted diversity initiatives?

9. Metrics and evaluation:
    a. How do you measure the success of diversity and inclusion initiatives in the workplace?
    b. What's an experience where you evaluated the impact of an EDI program and adjusted it based on feedback?

10. Continuous learning:
    a. What steps do you take to stay informed about current issues and suggested practices related to equity, diversity, and inclusion?
    b. How do you encourage a culture of continuous learning and awareness within your team or organization?

These sample draft questions aim to assess a candidate's commitment to EDI and their practical experiences and strategies in promoting an inclusive workplace. Interviewers can tailor these questions to suit the specific context and values of the organization.

Sample EDI interview questions for a sporting organization

1. Commitment to inclusivity:
   a. How do you prioritize and demonstrate a commitment to creating an inclusive and welcoming environment for athletes and staff of diverse backgrounds?
   b. What does equity mean to you?
   c. Describe how you might promote and support our company's commitment to equity in our programming.

2. Cultural competence:
   a. What are examples of how you've successfully incorporated cultural competence into your coaching approach to ensure athletes from various backgrounds feel understood and supported?
   b. What's a specific strategy you've employed to create an inclusive atmosphere in a sports setting, encouraging open communication and collaboration among team members with diverse perspectives and experiences?

3. Handling diversity in teams
   a. What's an experience where you effectively managed a team with diverse backgrounds and perspectives? How did you foster a sense of inclusion and teamwork?
   b. What types of activities have you been involved in to help an organization with its goals specific to equity, diversity and inclusion?

4. Promoting gender equity
   a. What initiatives have you implemented or supported to promote gender equity within sports, either in coaching or in the development of athletes?
   b. In what ways have you actively worked to promote fairness and equal opportunities within your coaching/team management experience? What are specific examples of how you ensured equity for all athletes, irrespective of background or ability?

5. Inclusive programming
    a. How do you ensure that your coaching programs are accessible and inclusive for athletes with different abilities, backgrounds and levels of experience?

6. Managing discrimination or bias
    a. Describe a situation when you witnessed or were aware of discrimination or bias within a sports context. How did you address it to ensure a fair and respectful environment?

7. Diverse community engagement
    a. How would you explain your approach to engaging with diverse community groups to encourage inclusivity and expand participation in sports?
    b. Describe a successful community engagement initiative you led to promote inclusivity in sports. How did you involve the community in creating a welcoming and diverse sports environment?

8. Equitable resource allocation
    a. How do you advocate for and ensure the equitable distribution of resources, opportunities and support for athletes of all backgrounds within your coaching programs?

9. Understanding unconscious bias
    a. Share your understanding of unconscious bias. How do you actively work to minimize the impact of such bias in your coaching practices and interactions with athletes?

10. Adapting to individual needs
    a. What are examples of how you've adapted your coaching style to meet the individual needs of athletes with diverse learning preferences, abilities or communication styles?

11. Conflict resolution in diverse teams
    a. Describe a situation where conflicts arose within a diverse team. How did you address and resolve these conflicts to ensure everyone felt heard and valued?

12. Advocacy for inclusivity
    a. How do you advocate for EDI within the larger sporting community, and what strategies would you use to promote these values within our organization?

13. Measuring success in inclusivity:
    a. How would you measure the success of inclusivity initiatives within your coaching programs? What key indicators would you use to assess progress?

14. Continuous learning and EDI
    a. How do you stay informed about current trends, suggested practices and evolving strategies related to EDI in sports coaching?