

Tips for Hiring Diverse Employees



Use plain language for all of your hiring documents, job descriptions and tests. Plain language is not just for English Language Learners (ELL) - plain language makes understanding instructions easier for all employees.



Individuals who are English Language Learners (ELL) may have difficulty with phone interviews. Speaking over the phone limits an individual's ability to view your facial expressions and read your lips. Consider in-person interviews, or be patient with a person who is ELL.¹



Use easy to understand sentences and vocabulary. Avoid slang or other Canadian idioms, which may be hard for a newcomer to understand. Speak clearly, and slower than you usually would. Look for visual signs of understanding.



Include women and minorities on your recruitment or HR selection team, or work with your local immigrant serving agency to find diverse talent. Including diverse individuals on your recruitment team is likely to increase the amount of diverse staff you hire in the future.²



A Harvard Business Study showed that if there are less than two diverse applicants on your shortlist, there is statistically no chance they will be hired! Include in your hiring practices that at least two of the short listed candidates are visible minorities.³



Take foreign education and experience into account when looking at a newcomer's resume. If you're not familiar with a college or university, try looking it up online for more information. A lack of Canadian experience does not mean a lack of experience.

¹ Laroche, L. Rutherford, D. (2012) Recruiting, Retaining, and Promoting Culturally Different Employees. p. 32:Routeledge

² Laroche, L. Rutherford, D. (2012) Recruiting, Retaining, and Promoting Culturally Different Employees. p. 47:Routeledge

³ Johnson, S. Hekman, D. Chan, E. (2016). If There's Only One Woman in Your Candidate Pool, There's Statistically No Chance She'll Be Hired. Retrieved from <https://hbr.org/2016/04/if-theres-only-one-woman-in-your-candidate-pool-theres-statistically-no-chance-shell-be-hired>



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For more newcomer resources: www.ciwatraining.com

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