

INCLUSIVE HIRING PRACTICES

Building a vibrant labour force



IN PARTNERSHIP WITH:

CENTENNIAL
COLLEGE

No. 1

ADVERTISING

- ✓ Consider **LANGUAGE** in job postings. It is against the law to exclude candidates based on grounds such as race, gender, age, disability, sexuality and religion/creed
- ✓ Only list **REQUIREMENTS** that truly reflect what is needed to perform the job
- ✓ **ADVERTISE** your positions in diverse places, including local organizations such as community centres, settlement agencies and employment services

IS YOUR JOB POSTING INCLUSIVE?

P/t male dishwasher for large venue kitchen. Strong, young person needed for heavy manual labour. Evening/weekend availability a must.

CHANGE TO

P/t dishwasher required for a large venue kitchen. Must be able to safely lift 60 lbs. Extended periods of standing, walking, bending, and kneeling. Evening/weekend availability a must.

INTERVIEWS

- ✓ Ensure a **FAIR** selection process. Ask all candidates a set of standard questions and have a rubric or scorecard to measure their responses.
- ✓ Provide **CLARITY** to candidates. Repeat questions if asked and offer questions in a written format in addition to asking aloud
- ✓ Develop an interview process that matches the **REQUIREMENTS** of the position
- ✓ Proactively offer candidates a process for **ACCOMMODATIONS** if needed

TIP FOR AN INCLUSIVE WORKPLACE

Develop policies for inclusive, healthy and safe workplaces (including accommodation, harassment, sexual assault and violence) and post them in common areas.

NEED MORE INFORMATION?

Download related Fact Sheets at: _____

Download the full guide “How to Create a Positive & Inclusive Workplace: Laws, Regulations and Best Practices for Foodservice Employers” at: _____