Inclusive Recruitment Process Checklist

A practical guide for UK employers

Use this checklist to review your recruitment practices and identify opportunities to make hiring fairer, more accessible, and more inclusive. Tick each item as you complete it. The checklist covers the full recruitment journey—from planning and advertising to hiring decisions and onboarding.

HOW TO USE THIS CHECKLIST
Review each section with your hiring team. Mark completed actions, note any gaps, and assign follow-up actions where needed.

Organisation: _____ **Date:** _____

Reviewed by: _____ **Role:** _____

1. Before Advertising the Job

- ☐ Have we clearly identified the essential responsibilities of the role?
- ☐ Have we separated essential qualifications from desirable qualifications?
- ☐ Are all educational requirements genuinely necessary?
- ☐ Have we considered transferable skills and alternative career pathways?
- ☐ Could any requirement unintentionally exclude qualified candidates?
- ☐ Have we considered flexible working arrangements?
- ☐ Are we open to candidates with career gaps or non-traditional employment histories?
- ☐ Have we reviewed the role for unnecessary physical, communication, or scheduling requirements?
- ☐ Have hiring managers received appropriate recruitment and equality training?

- [ ] Have we established objective selection criteria before reviewing applications?

2. Writing Inclusive Job Advertisements

- [ ] Is the job advert written in clear, straightforward language?
- [ ] Have we removed unnecessary jargon and complicated terminology?
- [ ] Does the advert focus on skills, responsibilities, and qualifications?
- [ ] Have we avoided gender-coded or exclusionary language?
- [ ] Are essential and desirable qualifications clearly distinguished?
- [ ] Have we included salary or pay information where possible?
- [ ] Are flexible working options clearly explained?
- [ ] Have we included an equal opportunities statement?
- [ ] Does the advert encourage applications from diverse candidates?
- [ ] Have we explained how candidates can request reasonable adjustments?
- [ ] Is the advert available in an accessible digital format?
- [ ] Have we reviewed the wording for potentially discriminatory requirements?

3. Reaching a Diverse Candidate Pool

- [ ] Are we advertising through multiple recruitment channels?
- [ ] Have we considered specialist diversity-focused job boards?
- [ ] Are we reaching disabled and neurodiverse jobseekers?
- [ ] Have we considered community organisations and professional networks?
- [ ] Are our recruitment materials accessible?
- [ ] Does our careers page reflect our commitment to inclusion?
- [ ] Are our employee testimonials representative of different backgrounds?
- [ ] Have we reviewed previous recruitment campaigns to identify gaps?
- [ ] Are we avoiding recruitment strategies that rely exclusively on referrals from existing employees?

4. Creating an Accessible Application Process

- [ ] Is the application process easy to understand?
- [ ] Can candidates complete applications using assistive technology?

- [ ] Are application forms compatible with screen readers?
- [ ] Have we avoided unnecessarily lengthy application forms?
- [ ] Are alternative application formats available where appropriate?
- [ ] Can candidates request assistance or reasonable adjustments?
- [ ] Are application deadlines realistic and clearly communicated?
- [ ] Have we provided clear instructions for submitting supporting documents?
- [ ] Are candidates informed about the recruitment timeline?
- [ ] Have we considered candidates with limited digital access?
- [ ] Are we offering alternatives to unnecessary online assessments?

5. Conducting Fair and Inclusive Interviews

- [ ] Have we prepared structured interview questions?
- [ ] Are all candidates assessed against the same core criteria?
- [ ] Are interview questions directly relevant to the job?
- [ ] Have we avoided inappropriate questions about protected characteristics?
- [ ] Have we informed candidates about the interview format?
- [ ] Have we provided information about interviewers and arrangements?
- [ ] Have we asked candidates whether they need reasonable adjustments?
- [ ] Is the interview location physically accessible?
- [ ] Have we considered alternative interview formats?
- [ ] Are interviewers trained to recognise and challenge bias?
- [ ] Are interview panels diverse where reasonably practicable?
- [ ] Are interviewers recording evidence rather than relying on personal impressions?

6. Assessing Candidates Fairly

- [ ] Are assessment methods relevant to the job?
- [ ] Have we clearly explained assessment expectations?
- [ ] Are candidates given consistent instructions?
- [ ] Have we reviewed assessments for potential bias?
- [ ] Are assessment formats accessible?

- [ ] Have we considered alternative ways for candidates to demonstrate skills?
- [ ] Are we evaluating transferable skills and potential?
- [ ] Are we avoiding unnecessary timed assessments?
- [ ] Are assessment results evaluated against predefined criteria?
- [ ] Have we considered whether AI recruitment tools introduce additional bias?

7. Making Objective Hiring Decisions

- [ ] Have all candidates been assessed against the agreed criteria?
- [ ] Are hiring decisions supported by documented evidence?
- [ ] Have interviewers reviewed their assessments consistently?
- [ ] Have we challenged assumptions and subjective opinions?
- [ ] Are we evaluating candidates based on skills and relevant experience?
- [ ] Have we avoided penalising career gaps without considering relevant context?
- [ ] Have we considered transferable skills?
- [ ] Can we explain the reasons behind the hiring decision?
- [ ] Have we checked compliance with applicable equality legislation?
- [ ] Have we documented the recruitment decision appropriately?

8. Reviewing Recruitment Data and Outcomes

- [ ] Are we collecting appropriate equality monitoring data?
- [ ] Is demographic information handled confidentially and lawfully?
- [ ] Are we reviewing application, interview, and hiring rates?
- [ ] Have we identified potential differences in recruitment outcomes?
- [ ] Are certain groups disproportionately excluded at particular stages?
- [ ] Have we reviewed candidate feedback?
- [ ] Are we monitoring accessibility concerns?
- [ ] Have we identified areas requiring improvement?
- [ ] Are we reviewing recruitment policies regularly?
- [ ] Are we using findings to improve future recruitment campaigns?

9. Providing Feedback and Improving Candidate Experience

- [ ] Have we acknowledged applications promptly?
- [ ] Have we communicated recruitment timelines?
- [ ] Are candidates informed about changes or delays?
- [ ] Have we provided clear information about the next steps?
- [ ] Are rejection messages respectful and professional?
- [ ] Do we provide constructive feedback where appropriate?
- [ ] Have we invited candidates to share feedback about the process?
- [ ] Have we reviewed complaints or accessibility concerns?
- [ ] Are we using candidate feedback to improve recruitment practices?

10. Supporting Inclusion After Hiring

- [ ] Have we provided accessible onboarding materials?
- [ ] Have we communicated workplace policies clearly?
- [ ] Have we discussed reasonable adjustments where appropriate?
- [ ] Are managers prepared to support different working styles?
- [ ] Have we provided access to relevant training?
- [ ] Are employees aware of available support services?
- [ ] Have we created opportunities for new employees to provide feedback?
- [ ] Are we monitoring employee engagement and retention?
- [ ] Have we reviewed whether workplace practices support inclusion?

Action Plan

Use this space to record the most important improvements to make after completing the checklist.

Priority 1: _____

_____

Priority 2: _____

_____

Priority 3: _____

_____

Important: This checklist is intended as practical guidance, not legal advice. UK employers should review their recruitment practices against applicable equality, employment, and data protection requirements.

Diverse Jobs Matter | Connecting employers with diverse talent and supporting a more inclusive world of work.