

Checklist for Recruiting, Retaining and Promoting Members of Designated Employment Equity Groups

Tips for Recruiting Candidates

- Review your employment equity goals.
- Request that your HR Advisor refer qualified candidates.
- Use the PSC's Positive Measures Programs
http://www.psc-cfp.gc.ca/eebmp-pmpee/index_e.htm
- Take advantage of specific recruitment programs, such as the Post-Secondary Recruitment and Management Trainee Programs, Federal Student Work Experience Program (FSWEP) or Co-op programs (check with your HR advisor for further details).
- Ask human resources and employment equity specialists to help you prepare questions for the interview.
- Vary the style and rephrase questions to encourage candidates to volunteer information on skills, abilities, aptitudes and knowledge during the interview.

Tips for Retaining Candidates

- Provide leadership in enforcing the principles of equity by treating employees equitably.
- Create a positive work environment by respecting and valuing cultural differences.
- Establish a code of conduct that respects individuals and their diversity.
- Attend and encourage all staff to attend workshops promoting respect for diversity.
- Promote the rationale and principles of employment equity and diversity.
- Explain and clarify work requirements and expectations to all staff.
- Help employees to successfully adapt and integrate into the workplace.
- Set up a "buddy system" for the new employee and a colleague for on-the-job coaching.
- Encourage self-identification by circulating information on its importance and benefits.
- See the DFAIT Human Resources Intranet page for information on the department's policy on harassment and discrimination.

Tips for Promoting Candidates

- Initiate and maintain open lines of communication with all staff.
- Offer feedback, recommendations and coaching in areas requiring improvement.
- Introduce employees to formal and informal career networks.
- Ensure that designated group members have access to career development and promotion opportunities through career counselling, referral services, coaching and mentoring programs offered through the department and the PSC.
- Nominate designated group members for fast-track career development programs, such as the Management Trainee Program, Career Assignment Program or Interchange Canada.