

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

Recruitment

Weaving a net is better than praying for fish – Ancient Chinese Proverb

The workplace should represent the population it serves. In your staffing practices, review, renew and plan recruitment strategies that preserve or accommodate inclusiveness.

Tips for Recruiting Candidates

- Review your employment equity goals.
- Request your HR advisor to refer qualified candidates.
- Use the PSC's Positive Measures Programs.
http://www.psc-cfp.gc.ca/eepmp-pmpee/internet_home.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 identify issues and 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.

What Your Human Resources Advisor Can Do for You

- Advise you on the use and benefits of employment equity in your recruitment options.
- Review new HR policies that are applicable to the designated groups.
- Refer candidates from designated groups.
- Ensure that information about recruitment opportunities reaches applicants from designated groups, including persons in visible minority groups and persons with a disability.
- Contact local ethnic/cultural associations, community groups and other associations, through the PSC, for candidate referral.
- Help you in the selection of screening tools that are free of cultural bias and do not prejudice the assessment process.