



The Unity campaign helps you become more supportive of 2SLGBTQI+ communities.

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# Inclusive Hiring Processes

Inclusion is a journey, not a destination. How you approach hiring is an essential step in this ongoing effort. Small changes to your hiring processes can help you reach more applicants and build a stronger team, but they aren't enough to make your application process or organization fully inclusive.

Use the suggestions in this guide as a starting point for small, simple, and quick improvements. Inclusion takes continued, intentional learning and application. You can explore many of these ideas at [Canada.ca/Unity](https://Canada.ca/Unity).

**Remember: As your learning evolves, so will your organization.**

## Why inclusive hiring matters

When you only hire similar kinds of people, you miss out on diverse perspectives that can drive creativity and innovation.<sup>1</sup> An inclusive hiring process can help attract a wider range of candidates, including skilled 2SLGBTQI+ people who may not feel welcome in some workplaces. The result? Better talent, stronger teams, and a more dynamic organization.

## How to make job postings more inclusive

Focus on essential skills needed for the role. Avoid looking for a specific profile or background. This helps you stay open to people with different experiences who can succeed in the job. Use gender-neutral language, including in job titles (e.g. "salesperson" instead of "salesman").

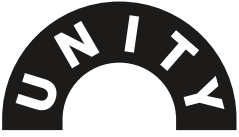
Show your commitment to inclusion by adding a diversity and inclusion statement. If you have inclusive policies like gender-neutral washrooms, flexible dress codes, or a Pledge of Inclusion, include them. These details help 2SLGBTQI+ candidates see that your workplace is welcoming.

## Keep it up during interviews

During the interview, only ask questions related to the role. When emailing candidates, include your pronouns or any inclusion accreditation in your email signature. You can also wear a name tag with your pronouns during interviews. Speak with your interview panel about how to recognize and reduce bias during the interview process.

Visit [Canada.ca/Unity](https://Canada.ca/Unity) to learn more about bias or explore Egale's resources as part of the 50-30 challenge.





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## Inclusion doesn't stop once someone accepts an offer

Make onboarding inclusive by using the person's chosen name (not just their legal name) in all systems where possible. Ensure they have access to appropriate washrooms. Introduce them to any relevant employee resource groups. Share your Pledge of Inclusion, if available, and explain who they can contact if they have concerns.

Check in with the new employee regularly during their first few months. Give them options to share feedback in person or anonymously. Look for ways to make them feel welcome and supported.

Building an inclusive workplace takes ongoing effort. Listening to your team and acting on their feedback helps you keep improving.

<sup>1</sup> Diversity, Equity, and Inclusion Research, CPHR, 2023.  
<https://cphr.ca/wp-content/uploads/2023/04/CPHR-All-Canada-Insights-Report-final64.pdf>

