

# Is Your Recruitment Process Accessible to All?

## Hiring Managers Resource

### BEFORE THE ROLE GOES LIVE:

- Is the job description clear and free from unnecessary jargon?
- Are essential vs. desirable criteria clearly separated?
- Remove vague requirements like “excellent communication skills” unless truly necessary.



### RECOMMENDATION:

Use a standardised job description template with built-in guidance (e.g. prompts to separate essential/desirable criteria).

Offer a quick language review service to remove biased or unclear wording.

### APPLICATION PROCESS:

- Is the application process simple and easy to navigate?
- Have you provided clear instructions and expectations?
- Are alternative formats or adjustments available if needed?



### RECOMMENDATION:

Provide accessible application pathways by default (e.g. CV + cover letter OR structured form).

Clearly state that adjustments are available, and include a simple way to request them without needing to disclose sensitive information.

### INTERVIEW STAGE:

- Can you share interview questions in advance?
- Are you offering flexibility in interview format? (e.g. virtual, in-person, task-based)
- Are assessments directly relevant to the role?



### RECOMMENDATION:

Adopt a “no surprises” interview approach, share formats, timings, and expectations in advance.

Build a bank of role relevant assessment tasks that can be reused and adapted, ensuring consistency and fairness.

### DECISION-MAKING:

- Are candidates being assessed fairly?
- Are you focusing on skills and potential, rather than presentation style?



### RECOMMENDATION:

Introduce structured scoring frameworks for all roles.

Encourage hiring teams to document decisions against objective criteria, reducing bias and improving transparency.