

CHECKLIST TO PREVENT DISCRIMINATION DURING RECRUITMENT

The checklist was developed within the framework of the [Springboard to Equality Project](#), implemented by the United Nations Population Fund in Ukraine, UNFPA with the financial support of Sweden in partnership with the media platform [Happy Monday](#).

The checklist aims to help Ukrainian companies establish a recruitment process equal for all applicants. It includes stereotypes-free application process, equal access to professional realizations, reduction of the pay gap, elimination of professional stereotypes and greater gender balance at the workplace.



VACANCY OPENING

- ☐ **Be clear about the most important requirements for the job.** Specify the information you are going to request from the applicants and why you need it. This is important because it will help to identify inappropriate or discriminatory issues and take this into account when you develop evaluation criteria and interview questions.
- ☐ **In the job description avoid references to personal characteristics** such as age or sex, as well as phrases like "dynamic young team" or "looking for an experienced professional" that may scare away candidates of a certain age.
- ☐ **Identify clearly the essential and desirable requirements** that the candidate must meet.
- ☐ **Include the corporate diversity and inclusion policy statement** into the job description to encourage applicants with different backgrounds to apply.
- ☐ **Ask the potential candidates to remove irrelevant personal information from the resume in advance.**



PLANNING OF THE SELECTION PROCESS AND VACANCY ANNOUNCEMENT

- ☐ **Think about the modality of the application process and interview**, taking into account the needs of candidates, especially people with disabilities (accessibility and simplification of the application procedures, indication key only essential information in the job vacancy form, availability of the online interview).
- ☐ **Ensure that all the participants of the panel are familiar with the key rules and principles of the selection process for the position.**
- ☐ **Prepare the standardized interview script for all.**
- ☐ **Expand your search network** to involve a diverse pool of applicants. Use a variety of communication channels, including media, informal networks, social media groups, professional forums, etc.



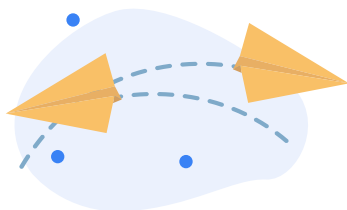
SHORT-LISTING

- ☐ **If possible, involve different people in the short-listing and the interview** to ensure greater transparency of the selection process and bias elimination.
- ☐ **Evaluate the applicants using only the evaluation criteria**, namely their skills and relevant experience.
- ☐ **Be consistent in your decision making and use the same selection** approach for all CVs.
- ☐ **Document your reasons.**



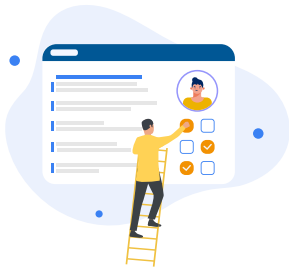
INTERVIEWING

- ☐ **Do not request irrelevant personal information** about applicants.
- ☐ **Be a jury, not a judge:** avoid making any decisions and judgments during the first 30 minutes of the interview.
- ☐ **Do not make "yes / no" conclusions,** focus on the essential requirements for the position and assessment of the competencies.
- ☐ **Do not evaluate gestures or body language;** this may be a sign of disability or the specifics of a person's cultural background.
- ☐ **Do not allow myths and stereotypes about sex, age, disability and pregnancy to impact your decision.** If any of these issues is important to discuss, focus on how the candidate plans to meet the job requirements and how you, as the employer, will be able to adapt the working conditions to the relevant needs. If necessary, inform applicants about the mandatory passing of a medical test and justify its necessity.



REQUESTING REFERENCES

- ☐ As in the vacancy description avoid requesting **irrelevant personal information about applicants**; instead, focus on the qualities and abilities that the position requires.



FINAL EVALUATION AND NOTIFICATION OF THE CANDIDATES

- ☐ **Collect the feedback** from other participants of the process.
- ☐ **Choose the applicant who is most suitable for the position** and meets the defined evaluation criteria.
- ☐ **Standardize a rejection letter to all candidates** who did not pass the selection.

This document is created on the basis of cooperation with Ukrainian employers and includes the best practices of Australia and the US and recommendations from the survey "How large, medium and small businesses benefit from the policy of equality and prevention of domestic violence. The guiding principles" held by UNFPA and CSR Ukraine.