

## Incorporating Diversity and Inclusion When Hiring a Student

By bringing diverse students onboard, your business or non-profit can benefit from new perspectives, energy, and ideas, allowing your organization to learn, grow, and innovate.

Here are our top tips for incorporating diversity and inclusion when hiring a student.

1. **Recognize that students are tuned into diversity and inclusion issues.** Movements like #MeToo, #BlackLivesMatter, and #StopAsianHate have brought conversations about diversity and inclusion to the forefront. Many students value diversity and inclusion and are looking for employers who are on the same page.

2. **Articulate your commitment to diversity and inclusion in your employer branding.** Think about the way you're portraying your company including your website and brand messaging.

Often a job posting is the first way that a student will learn about your company. Consider including your commitment to diversity and inclusion on the job posting as well as on your website.



3. **Review your recruitment and assessment methods to ensure that students are screened fairly.** When selecting a student to work with your organization, be sure to ask yourself:
  - Does my job posting have requirements that could be met by a diverse group of students? (*e.g. If you ask for leadership experience, some students may not have be able to participate in extra-curricular or leadership positions due to socio-economic concerns.*)
  - Am I screening resumes fairly? (*e.g. Would removing the name/address of candidates reduce any bias in the recruitment process?*)
  - Are the assessment methods that I am using such as tests and assessments equitable and fair to all students? (*e.g. Are the written or oral English communication skills I'm assessing necessary to the job or will they screen out potentially skilled candidates?*)
4. **Excite your team about bringing in more diversity into your organization.** By bringing on diverse workers, your team has an opportunity to learn and innovate. Be sure to communicate the value that diversity brings to your organization and your team. Beyond just this, hire and strive to build a core culture that values diversity.

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5. **Work on reducing bias in the interview process.** It's important to also create an interview experience that's comfortable and accessible to all. In interviews, it can be easy to pick the candidate that you feel most comfortable with based on your own biases, even if they may not be the best candidate for the job. Using a structured interview process can help ensure that each student is assessed equitably.
6. **Be aware of barriers within the interview process.** Upfront, you can ask students if they require any accommodations to participate in the interview. When interviewing, be prepared that international students may struggle with pronunciation or have different perceptions of how to use body language/personal space. Also, for virtual interviews, consider that not all students will have reliable internet access – be flexible in how you conduct interviews with students.
7. **Remove barriers and set up supports ahead of time.** If the student needs any accommodation, mentoring, or support to thrive in their role, work with your team to put strategies in place before the student starts. Remind your team to check in with the student regularly.
8. **Forget 'fit' and focus on helping individuals thrive.** The norms, power structures, and inequities in society can easily become embedded in an organization — optimizing to hire, train, and reward people who “fit.” Creating a culture where every individual can contribute their full potential requires investigating the systems and processes in your organization to uncover sore spots and blind spots, and then finding ways to reimagine them. (Florentine, 2019).
9. **Reconsider how you define diversity.** Gender and racial and ethnic diversity may be visible, but ensure your organization recognizes and defines other kinds of diversity such as educational background, geography, economics, family status, disability, sexual preference, gender expression/identity, political inclination, religious affiliation, age, and neuro-diversity.



### Additional Resources

[Diversity and Inclusion \(D&I\) Toolkit](#) For Employers And Hiring Managers

[10 tips to kickoff your diversity recruitment strategy](#)

Florentine, S. (2019, February 14).. Retrieved from <https://www.cio.com/article/3262704/diversity-and-inclusion-8-best-practices-for-changing-your-culture.html>