

# a 12-point checklist to make your hiring process inclusive of all employees ... even when you don't know their orientation.

## want to be an LGBTQ+ friendly and inclusive employer? here's your checklist to start things off right.

### pre-interview

- 1 It all begins with internal commitment. Work to ensure that your leadership and managers understand the LGBTQ+ community
- 2 Connect with external resource groups who work with under-represented communities and can help you become more inclusive in language as well as action
- 3 Explicitly affirm that your company welcomes people of all genders and orientations, and detail how you include them at all functions and levels
- 4 Don't single out LGBTQ+ employees - for e.g. your pre-interview screening could ask all candidates for their preferred pronouns



### interview

- 5 Understand that some people present in ways that do not conform to the gender binary; do not equate unconventional presentation with lack of commitment or aptitude
- 6 Consider not just candidates' past performance but also potential. For e.g. Transgender people who lacked opportunities to gain experience, can succeed with training
- 7 Sensitise your interviewers to be respectful, use people's preferred pronouns and avoid intrusive questions regarding gender, orientation, marital status
- 8 Build provisions for exceptions - in-transition or transitioned employees may have differing past legal identities and need appropriate provisions for clearing background checks



### the first days at work

- 9 Share organization's commitment to LGBTQ+ inclusion. Handover all information related to policies for inclusion as part of on-boarding programme
- 10 Talk about allyship or other supportive programmes at work and how individuals can sign up for these. Informal meetings with other allies within the team may also help
- 11 Do not push for self-disclosure even if you understand that the new joinee may belong to the LGBTQ+ community through visual or verbal cues
- 12 Focus on building trust - share your own experiences with the new joinee to create a personal bond that goes beyond professional commitments

