

HIRING ACTION PLANNING SHEET

MAJOR GOAL

CREATE A HEALTHY WORKPLACE FOR FABULOUS EMPLOYEES!

FIRST TASKS

1. Take an honest look at current policies and practices.
2. Review employee handbook to remove sexist, racist, or ableist language
3. Review budget to determine what I can offer a new employee and current employees

NOTES: *Seek a consultant for professional assistance.*



DON'T FORGET

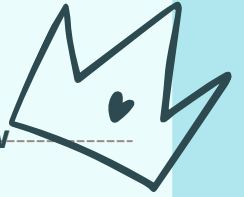
1. Remember to consider the whole person, not just the application.
2. Search for easily accessible job posting sites.
3. Write job descriptions to be more inclusive to applicants.

NOTES:

IDEA DUMP ZONE



(MAY NEED MORE TIME TO DO)



Create a log of great interview questions to use for everyone and use consistently.

Develop partnerships with orgs that help marginalized groups find employment.

Find or develop training for current employees about diversity, equity, and inclusion

Begin the work to build or improve the inclusive environment for all staff.

Improve website or social media to show what a great organization we are!!

Pull all this work together to create a recruiting strategy for the future.

Contact

Madrina Consulting
for assistance on all of
these tips.



Madrina Consulting, LLC