Equality, Diversity and Inclusion Hiring Advice for Employers

The Employer Engagement and Events Team have compiled some information on how to create fairer, more inclusive application processes. We hope that this will be of interest, and allow you to appeal to the diverse audience you want.

Handshake

- Mention on your vacancies that you are an equal opportunities employer. Students often look for this, as this gives an indicator of a balanced work environment.

- If you pay minimum wage always mention this instead of showing the minimum wage for 18-20 or 21-22 year olds. This is so our mature students, or students who have undertaken postgraduate studies understand they will be welcomed and paid fairly.

- Add your company ethos to your home page. Gen Z are often inclined to look into whether a company’s values align with their own so be proud of your ethos.

- Do you have any good company initiatives regarding Equality, Diversity and Inclusion? If so, don’t be afraid to link these on your company profile. Actions speak louder than words.

- Always be up front if your vacancy has legal exemption from certain prospective applicants.

- Make sure your job vacancy description is accessible.

- Try to write the job application using ‘they’ instead of ‘he or she’. This makes the reading of the application smoother, and is also gender inclusive. If you require the applicant to submit their title on your job applications, providing an ‘other’ option will also allow you to be gender inclusive.
Disabilities

- Make note of the accessibility of common working locations for employees. Then, create a space on your recruitment web pages with a drop-down which lists the locations and their accessibility, similar to the University of York’s AccessAble Guides here. This will help prospective graduates request work locations better suited for them where there are multiple locations, and for better adjustability in a new vacancy on both sides.

- Make sure that the application processes in the company are streamlined, otherwise frequent repeating of information will put off applicants, especially those who find it more difficult to fill out application forms.

- Remember that each person is different and may require different work adjustments. Some of these include: specialist equipment, flexible hours and mentorship. This means for assessment centres and tasks, it is important to ask if any of your candidates require adjustments. Under no circumstances before the applicant is hired, are they required to disclose their disability, as they are protected by the UK Disability Discrimination Act 1995.

- Avoid focusing on body language during interviews. Disabilities or not, people may find it difficult to remain still and hold eye contact constantly, and it should not be a requirement.

International Students

- We cannot give specific immigration advice, but specific immigration advisors can be found via the Ilpa website.

- Most international students have visas that allow them to work up to 20 hours per week whilst studying. They are also allowed to work full-time in the four months immediately following the end of their course while their Student visa is still valid.

- Look for more York specific information on our international students web page.
Low Participation Areas

- Try to steer away from hiring through ‘word of mouth’. This is because people from low participation areas are on average, less well connected.

- Whilst applicants need to be able to show off their skills in an interview, if they seem nervous or unpractised at interviews, this may be due to lack of opportunities to practise, and should not be held against them.

- Remember soft skills from part-time jobs are important demonstrations of ability as well as paid mentoring schemes or volunteering abroad in your sector.

- If possible, advertise examples of promotional mobility within your company, and how graduates can work towards a senior position, especially if any employees came from low participation areas themselves. This can be done via interviews, company profiles, or case studies on your website.