



# Maximizing Inclusion in HR's Recruitment & Hiring

Colorado Department of Labor and Employment's (CDLE) Human Resources (HR) Department and Analyst team have been working hard to further maximize inclusion in the recruitment and hiring process. Through examining the WHOLE process (and not just the interview stage), CDLE will be a model employer in our recruitment and hiring process and build a more diverse and inclusive CDLE workforce. Take a look below to see the changes! Questions? Reach out to your HR Analyst!



## **Skill-based Hiring Practices**

Substitutions will be listed first on the job announcement in order to recruit a larger and more diverse set of applicants.



## **Replacing Attachments with Supplemental Questions**

Applications will no longer accept attachments. Instead, supplemental questions will be used to define skills. This decreases unconscious bias in the process.



## **Interview Accommodation Process**

In all information about interviews, HR will include information about reasonable accommodations that will go through the HR Team (not hiring managers).



## **Supplemental Questions Related to Equity, Diversity, and Inclusion (EDI)**

All hiring managers will have a bank of supplemental EDI questions to choose from. Questions will also highlight that life experience responses, as well as work experience, is acceptable. This ensures that all perspectives are invited to the application.



## **Redacting Names & Disability Status**

HR will remove candidate names, university names, and disability status from applications in order to decrease unconscious bias during the structured app review.



## **Updating Job Announcements**

Job announcements now highlight the division's values and contribution to EDI, in order to recruit a larger and more diverse applicant pool.