Suggestions for Using the
"Neutralizing-the-Application-Process Checklist"

Objectives:

- Gain a sense of the openness and neutrality of your organization's application process for new hires
- Get feedback from those in positions to hire or recent new hires
- Educate those in a position to bring new people on board

Intended Audience:

- HR professional in charge of recruiting and hiring or in charge of educating managers about hiring
- Managers who do their own hiring
- Work teams who interview and pick new hires
- Vice president in charge of HR who wants to raise the issue at top levels of the organization

Processing the Activity:

- Distribute the questionnaire to those charged with the task of interviewing and hiring new employees. This can be given in a workshop setting or to individuals.
- Ask them to respond by putting a check in the appropriate column. Next, score the checklist.
- Whether in a workshop setting or discussed one-on-one, ask respondents to look at one- and two-point answers.

Questions for Discussion:

- What do the data from this questionnaire indicate about your application process?
- Where can you or your interview team pat yourselves on the back for creating an open and neutral application process?
- What do you still need to do to make it even more so?

Caveats, Considerations, and Variations:

- This checklist can be given to the whole interview team to look over and discuss before the next interview.
- This would be a good tool to use as a catalyst for feedback from new hires and then make the feedback useful to the appropriate sources.