# Keeping LGBTQIA+ people in mind when recruiting

LGBTQIA+ individuals may face unique challenges when they are applying and interviewing for jobs. These challenges could include a fear of discrimination, concern about how inclusive the workplace is, and worry about whether to share information about their sexual orientation and/or gender identity.

Gender diverse applicants can face additional barriers when applying for roles, as the need to supply identification can force them to come out when they did not want, nor choose too. Coming out can lead to assumptions, prejudice, and discrimination.

## **Build your capability**

Any employees involved in attracting, interviewing, and hiring staff are encouraged to build understanding of individuals who are gender diverse or cisgender. In this context, gender diversity refers to the fact that gender is not binary. Some people identify as women, some as men and some as neither or both. No matter how a person identifies in terms of gender or sexual identity, all candidates are to be treated in an equitable way.

## **Recruitment process**

The best time to think about inclusive recruitment for LGBTQIA+ candidates is prior to advertising. Recruiters and hiring managers can do this by endeavouring to provide a safe place for dialogue with candidates as needed.

## **Visual cues**

The panel of interviewers can provide a safe space by creating visually inclusive rooms. This can be as simple as wearing a rainbow lanyard or rainbow pin. Although not everyone who applies for roles in your organisation will identify as an LGBTQIA+ person or ally, those who do might look and listen for cues and signs of inclusion.

## **Language**

Always focus on the individual and listen to the language they use to describe themselves. If in doubt of the language to use – it is ok to ask. For example, if you are unsure how to pronounce a name, ask for clarification. Similarly, if you are unsure of a person’s gender or pronoun use, you can ask them. Remember not to make assumptions about a person’s gender or sexual orientation.

## **Values and culture**

At all stages of the recruitment process, hiring managers should promote your company’s commitment to inclusion. By communicating that you value diversity of thought, experience, and perspectives, you will attract great talent to your business.

## **Respectful practice**

If a successful candidate shared information about their sexuality or gender identity in an interview, it does not mean the information may be shared with their new managers or team. Sharing information is up to the discretion of the employee.

For gender diverse people, sharing information may be a life–long and complex process. Some gender diverse people will use job or career changes as an opportunity to identify as a new gender, with a new name and use of pronouns. They may not disclose their gender identity through the initial stages of the interview, until commencing in the role and are sure of their safety to do so or for some people, not at all.

## **Strategic placement**

Staffing officers and hiring managers are encouraged to reach out to local contacts in areas or countries that they are unfamiliar with to provide the employee with information about LGBTQIA+ inclusion in the area.

## **Post interview feedback**

If the candidate is successful, take time to discuss reference checks and whether you need to be aware of any name changes and/or changes to gender markers. Due to the complexities of sharing information, there may need to be special considerations when completing reference, police and qualification checks as well as when citing identification. It is important that the person is treated with respect through this process.

When delivering feedback to an unsuccessful candidate, it is important to consider how to discuss an unsuccessful application. Ensure feedback is detailed and clearly shows how the candidate can improve their chances of gaining employment in the future.