

# Self-Assessment Checklists: Track & Measure Your Global Talent Advantage

**TRACK** recruitment, assessment and retention actions you have taken towards becoming an inclusive employer of global talent. Which practices are underway? Which would you like to start? What are your high (H), medium (M), and low (L) priorities?

	<b>Actions &amp; Practices</b>	<b>Current Practice</b>	<b>Priority (H/M/L)</b>
<b>RECRUITMENT</b>	Connect with and send job postings to agencies serving immigrants		
	Reflect diversity of our company on all promotional materials		
	Create diversity committee and consult with members on a recruitment strategy		
	Stress 'inclusion' in corporate mission and vision		
	Use plain language and review job qualifications before posting		
	Explicitly welcome and encourage all applicants in hiring policies and job ads		
	Build strong networks with Guelph-Wellington's global talent		
	Provide co-op and internship work experiences		
	Provide mentors for global talent in the community		
	Tell others about value of our diverse and inclusive workplace		
<b>ASSESSMENT</b>	Screen job applicants against an objective grading system		
	Hide identifying information from those who screen applicants		
	Have at least 2 people on the interview panel to minimize potential bias		
	Include technical testing in the interview process (where appropriate)		
	Rephrase interview questions to get more detail from a candidate		
	Accept references from volunteer placements & employment counsellors.		
	Call overseas to check a candidate's international references		





	<b>Actions &amp; Practices</b>	<b>Current Practice</b>	<b>Priority (H/M/L)</b>
<b>RETENTION</b>	Have formal mentor/buddy matching for every new hire		
	Offer cultural competency training to managers		
	Encourage all staff to participate in development opportunities		
	Invite new staff to inform us of accommodation needs		
	Have open conversations with employees about their career aspirations		
	Provide clear and ongoing performance management feedback		
	Conduct exit interviews with all staff		
	Consult a multicultural calendar before planning important meetings		
	Clarify the expected behaviour in our workplace with all new staff		
	Have a designated room for private prayer or reflection		
	Organize diversity lunch & learns for staff		
	Review all policies and practices against inclusion principles		

**MEASURE** the impact that your practices are having in creating a sustainable, diverse, and inclusive workplace, starting with the following questions.\*

- 1) Does your business know the best places to go to recruit global talent?
- 2) Are you an employer of choice for people of diverse backgrounds? Do they recommend your company to their friends/family members?
- 3) What percentage of job applicants are not Canadian-born? Does this match the population?
- 4) How many of the applicants selected for interviews are representative of diverse backgrounds?
- 5) Can diversity be found at all levels of your organization, including management?
- 6) Do you have a relationship with organizations that can help you to access global talent?
- 7) Is your management/supervisory team aware of the benefits to having a diverse and inclusive workplace? What is the participation rate in mentorship and diversity training?
- 8) What is your turnover rate? Is it higher for any particular groups?



**RESOURCES**

Ontario Human Rights Commission: Count me in! Collecting Human Rights-Based Data ➔ <http://bit.ly/1eef0mp>

Canadian Institute for Diversity and Inclusion: What Gets Measured Gets Done: Measuring the Return on Investment of D&I ➔ <http://bit.ly/1hf5Rsk>

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