HR guide for

GENDER EQUAL RECRUITMENT

This toolbox is meant as a means of highlighting different approaches for how to prioritise and achieve gender balance. It is very important to emphasise the perspective of gender equality when discussing new recruitments. In such discussions, the following tools can be used:

Recruitment team
Review the composition of the recruitment team and reflect on how it might affect the recruitment process.

Potential candidates
At an early stage, the recruitment team should investigate whether there are potential candidates of the underrepresented gender who could be encouraged to apply for the position.

Requirements profile
Make sure that the requirements profile match the needs assessment and competency analysis for the appointment. Reflect on routinely used wordings and if they could have an inhibitory effect on the underrepresented gender's tendency to apply for the position.

Network
Use networks in a conscious way in order to reach potential candidates. Be mindful of whom you contact and what effect this might have on the gender balance among the applicants.

Continuing professional development
Consider the possibility of using continuing professional development for your current co-workers, as a means to achieve gender balance in different professions and positions.

Recruitment channels
Explore alternate recruitment channels and advertisement channels. This could for example be journals, social media or podcasts. Ask yourself where prospective candidates might be found - in which networks, where in the country or the rest of the world and at which institutions.

Respectful communication
How we communicate with words and images in an advert affects who finds it appealing. Use "Schyst kommunikation" - a tool developed by Region Värmland, which contains concrete examples and tips: schyst.se/schyst-kommunikation/start/.

- **Choice of words** Try Gender Decoder to analyse the choice of words in the appointment profile. gender-decoder. katmatfield.com/. Gender Decoder is based on research on gender-coded words and terms. Be aware that the tool is based on assumptions of feminine-coded words and masculine-coded words and that it is missing a non-binary perspective.
- **Images and video** Make sure that there is gender balance when choosing images and videos in advertisements.

Gender equal treatment
Ensure a gender equal treatment of the candidates throughout the whole recruitment process. Always use the interview guides and the checklist for taking references.

Hire two people
If the second-ranked candidate is of the underrepresented gender, be pro-active and hire that person as well. If this possibility exists, state in the advertisement that the number of appointments are 1-2.

Internship
If your unit or department have the opportunity to accept internships, give special consideration to candidates of the underrepresented gender.