

Assessment Tool- Toronto Neighbourhood Centres BIPOC Checklist

Goal

Create processes that are open for the recruitment, hiring, promotion, and retention of Black, Indigenous and/or racialized workers

- If possible, job descriptions should be reviewed by an in-house expert in equity, diversity, inclusion and belonging or a decent work committee.
- Ensure that job postings include clear, flexible criteria and assessment and include only the skills and qualifications necessary for the job.
- Ensure a diverse hiring committee, ideally including an in-house or external expert on equity and belonging, anti-racism (where possible)
- Ensure the hiring committee has undergone equity in HR training. The Black Human Resources Professionals of Canada has a certificate program for Inclusive hiring strategies, which includes a certificate of completion.

Note: Black Human Resources Professionals of Canada (BlackHRPC) is a not-for-profit network for the advancement and representation of Black HR professionals across Canada in the workplace. Using a lens of member collaboration, lived experience and support to confront anti-Black racism, BlackHRPC provides a wide variety of services for Black HR Professionals. Disrupting industry, workplace, and leadership status quo!

- Ensure that the method of assessing candidates is equitable, for example how does your organization examine like-me biases that show up during the interview process.
- Include representation and lived experience as a scoring component on rating sheets.
- Be intentional about investing in the promotion of job openings/postings in diverse channels so you reach people you don't typically reach.