

# R&S Toolkit

## In 3 steps 'equality-proof' recruitment and selection

An attractive vacancy invites candidates to come and introduce themselves.



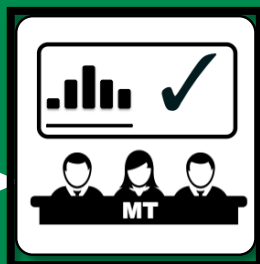
Step 1  
An inviting  
vacancy text

There are different strategies for recruitment for each target group



Step 2  
Target group-  
oriented recruitment

Transparent and objective processes guarantee equal opportunities



Step 3  
Standardized  
selection processes

**Step 1: Make your vacancy (text) inviting to as many groups as possible by:**

- using (gender) neutral language;
- Involving different people in drafting the text; and
- Including the Diversity & Inclusion Statement.

**Step 2: Determine on the basis of the available talent what will be the target groups and**

- map out the characteristics of these target groups;
- tailor the recruitment strategy to these characteristics;
- try to take into account a number of specific tips per target group; and
- consider including minimum targets per target group in the recruitment.

**Step 3: Guarantee equal opportunities by organizing the selection process as objectively as possible:**

- monitor neutrality by discussing each other's considerations openly, critically and empathically;
- involve different people in the selection process;
- use a fixed pattern during the selection interview;
- evaluate on the basis of objective criteria in an evaluation form;

By doing so, we all contribute to our motto:

**Talent is the basis, diversity is the added value!**

More tips and tricks can be found on the extended version of the toolkit on MyEUR.