

Talent Acquisition Process

A Talent Acquisition Process (TAP) takes into consideration a businesses long and short term talent needs and the process it will undertake to attract and recruit the best talent for the business. A TAP can be especially helpful for small companies who may have fewer vacancies, less money to spend on recruitment or no HR support. The TAP allows you to focus on creating relationships with recruitment partners in a cost-effective manner, so you are ready to go when you are ready to hire.

A TAP that supports diversity can be tailored around the following components:

Diversity opportunity: think about you're trying to achieve from a diversity perspective, and how you can link those ambitions with your short and long term talent requirements.

Employer brand: is your companies calling card to future talent. It describes an employer's reputation, their employee proposition, values, company culture and commitment to diversity and inclusion. The images on your website and social media, the news you are sharing, to the individuals chosen to speak externally, are all sending unconscious messages to potential talent about your business. Be clear about what you stand for and intentional about how you communicate your brand across your business platforms.

Attraction: fish where the fish are. There are a variety of business awards, community organisations, and networking groups target specific communities and professions. Most local councils have a dedicated employment service designed to support their residents. Do not wait until you have a job to reach out, instead partner now. You can support their efforts and raise awareness of your brand through participating in careers events, delivering a masterclass or offering a virtual work placement.

Recruitment and selection: one of the ways to limit your biases and recruit inclusively is to structure your recruitment and interview process.

Job description: be clear about what the role is, and the skills are required. Remove industry jargon, acronyms or systems that are industry or company-specific. Using free tools such as [Gender Decoder](#) can help you eliminate gender-biased language.

Structured interviews: each candidate is asked the same questions answers of which are are scored against a set grading criteria. Interviewers have a clear indication of what a poor/good/very good answer looks like. The duration of the interview is consistent between candidates. You may also consider asking candidates to undertake a task as part of the interview process.

Having a member of staff on the interview panel who is not connected to the role can add an element of objectivity.

Sense check your recruitment and selection process: if an upcoming job role presents you with the opportunity to increase representation in your business of those, for example, who are living with a disability, reach out to an organisation that supports your target group and ask them to review your recruitment and selection process to ensure it is inclusive.

Your Trainer



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Arit holds an MA in Executive Leadership Development and Mentoring. As a Leadership and Career Development Coach and Trainer, she works with women who are looking to change careers or move into senior-level roles. She also delivers bespoke staff training programmes for employers supporting 'accidental' managers, diversity and inclusion and more. Her YouTube channel provides viewers worldwide with tips on how to build careers they love either through employment, entrepreneurship or a mixture of both.