The countless benefits of a diverse and inclusive organization are widely recognized. Increased creativity and innovation, better decision-making, increased profits, and reduced employee turnover are just some of the business drivers that are positively influenced by diversity and inclusion. However, most organizations still have a highly homogenous workforce and struggle to bring diverse talent into their organizations.

A critical step in shaping a more diverse and inclusive workforce is to break down obstacles that hinder underrepresented talent from getting hired into the organization. Everyone involved in the hiring process can drive this change by role modeling inclusive behaviors along the entire hiring process, both by driving inclusion directly and by influencing others.

**Overview**

Inclusive Hiring is a half-day program that enables participants to build and practice behaviors that drive more inclusion in hiring. It revolves around four key steps of the hiring process: defining hiring criteria, prescreening, interviewing, and candidate evaluation.

This program is focused on experiential learning and application. For instance, a simulated prescreening activity raises awareness of resume details that tend to trigger participants personally so that they can manage this more effectively going forward. To support a seamless transfer of the session’s content participants receive an interactive toolkit that provides them with just-in-time reminders to prevent making biased hiring decisions in the moment.

**At a glance:**

**Program summary:** A four-hour program designed to enable participants to effectively mitigate the impact of bias in hiring processes.

**Who should attend:** Recruiters, hiring managers, and others involved in the hiring process.

**Program outcome:** Participants will leave the program equipped with best practices and tools to role model inclusive behaviors in key moments in the hiring process.

**Delivery options:**
- Virtual classroom experience (VCE).
- Tailoring and customization.
- Licensing and train-the-trainer.
- Other complementary training includes Conscious Inclusion.

**Learning approaches:**
- Personal reflection.
- Experiential exercises.
- Large group discussions.
- Breakout discussions and practice.
- Action planning.
**Fact Sheet**

**About Korn Ferry**

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**Program focus**

Four moments of choice in hiring.

**Just-in-time toolkit**

The just-in-time toolkit supports participants post program.

**Hiring Criteria**

How to establish objective hiring criteria based on the true requirements of the job.

- Establish your hiring criteria

**Prescreening**

How to manage initial bias that may occur when prescreening.

- Manage your prescreening

**Interviewing**

How to manage first impressions and assumptions while maintaining an inclusive interviewing experience.

- Manage your first impressions

**Candidate Evaluation**

How to conduct a productive and objective candidate evaluation discussion to make more informed and unbiased hiring decisions.

- Conduct productive evaluations

**Hiring Criteria**

How will you manage bias?

- Assemble a diverse team to determine the hiring criteria
- Ensure a diverse team will provide different perspectives and all view the job as you intended it to be

**Tips**

- Develop your hiring panel. How do you include people with a variety of experiences and backgrounds?
- Manage 'group think' about the criteria. Encourage all criteria to be heard.

- Explore your hiring panel.

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