

## Inclusive Hiring and Recruitment Guidelines

### Purpose

The Spencerville Mill & Museum is committed to building a team that reflects the diverse community we serve. Our inclusive hiring practices aim to create a respectful, equitable, and welcoming environment for all. These guidelines outline our approach to recruitment and hiring to ensure fairness, accessibility, and inclusion at every step.

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### 1. Commitment to Equity and Inclusion

- We value diverse perspectives, backgrounds, identities, and experiences.
  - We strive to ensure that all candidates, regardless of race, ethnicity, gender identity, age, ability, religion, sexual orientation, or socioeconomic background, are treated with dignity and respect.
  - We acknowledge and seek to address barriers that have historically limited access to employment in the heritage and cultural sectors.
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### 2. Job Postings and Outreach

- Use inclusive language in job postings, avoiding gendered, ableist, or biased terms.
  - Highlight our commitment to inclusion and diversity in each posting.
  - Share job opportunities broadly through diverse platforms, including local cultural organizations, Indigenous groups, youth programs, and accessibility-focused networks.
  - Include a statement encouraging applications from equity-deserving groups:  
*“We encourage applications from all qualified candidates, including those from equity-deserving groups including Indigenous peoples, racialized persons, persons with disabilities, 2SLGBTQ+ individuals, and youth.”*
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### 3. Application Process

- Keep application requirements simple and clear to reduce barriers.
  - Offer alternative formats for job postings and application submissions upon request.
  - Clearly communicate deadlines, selection timelines, and next steps.
  - Provide contact information for accessibility accommodations during the recruitment process.
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#### **4. Hiring Practices**

- Form diverse hiring panels, when possible
  - Evaluate candidates based on essential skills, experience, and potential—not solely formal education or previous titles.
  - Use consistent questions and a scoring rubric to ensure fairness in interviews.
  - Avoid questions that may lead to implicit bias (e.g., assumptions based on names, accents, or gaps in employment).
  - Respect preferred names, pronouns, and identities.
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#### **5. Training and Orientation**

- Provide staff and volunteers with training on anti-racism, cultural sensitivity, and inclusive customer service.
  - Ensure that all new hires are welcomed into a supportive environment where they feel seen and heard.
  - Offer mentorship or peer support, particularly for first-time employees or those from underrepresented communities.
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#### **6. Ongoing Improvement**

- Collect anonymous feedback from applicants and staff about their hiring experience.
- Regularly review and update recruitment materials and practices for inclusivity.
- Strive for continuous improvement through learning, dialogue, and community engagement.