Inclusive Recruitment Checklist for Alberta Hotels

**1. Job Posting and Advertisement**  
☐ Use inclusive and neutral language in job descriptions to appeal to a diverse audience.  
☐ Clearly outline essential qualifications and skills to avoid discouraging candidates with transferable experience.  
☐ List benefits, growth opportunities, and workplace culture to attract candidates.  
☐ Advertise roles through diverse channels, including community organizations, job boards, and newcomer support groups.

**2. Application Process**  
☐ Simplify the application process with clear instructions and mobile-friendly forms.  
☐ Offer alternative application methods, such as in-person or paper applications.  
☐ Use blind hiring techniques by removing names, addresses, and photos from resumes.

**3. Interview Process**  
☐ Standardize interview questions to focus on job-specific skills and scenarios.  
☐ Train hiring managers on unconscious bias and inclusive interviewing practices.  
☐ Ensure accessibility for interviews, offering virtual options or flexible scheduling as needed.  
☐ Evaluate candidates fairly based on qualifications and experience, not personal characteristics.

**4. Screening and Selection**  
☐ Review background check requirements to ensure relevancy to the role.  
☐ Avoid unnecessary screening processes that could unintentionally exclude candidates (e.g., focusing on gaps in employment).  
☐ Use diverse hiring panels to reduce individual bias in candidate evaluations.

**5. Onboarding and Training**  
☐ Pay employees for training time in accordance with the *Alberta Employment Standards Code*.  
☐ Provide onboarding programs that include cultural sensitivity and workplace diversity training.  
☐ Cover certification costs (e.g., *Food Safety*, *ProServe*) or offer reimbursement.

**6. Workplace Policies**  
☐ Regularly review and update anti-discrimination policies to align with the *Alberta Human Rights Act*.  
☐ Establish clear pathways for career advancement to attract long-term candidates.  
☐ Promote workplace inclusion by fostering an environment that celebrates diversity.

**7. Community Engagement**  
☐ Partner with local organizations, such as immigrant services or employment centers, to reach broader talent pools.  
☐ Attend or host job fairs targeted at underrepresented groups.  
☐ Support mentorship or internship programs to build connections with new talent.

**8. Evaluation and Feedback**  
☐ Collect feedback from candidates about the hiring process to identify areas for improvement.  
☐ Monitor workforce diversity and ensure recruitment practices align with your goals.  
☐ Stay updated on labor laws and industry best practices to maintain compliance and competitiveness.

By implementing these steps, Alberta hotels can build a recruitment strategy that is inclusive, efficient, and aligned with provincial regulations, ensuring access to a diverse and talented workforce

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