



FIVE STEPS TOWARD INCLUSIVE RECRUITMENT

AN ARBOR DAY FOUNDATION ENVIRONMENTAL
JUSTICE TRAINING RESOURCE

1. RE-EVALUATE JOB REQUIREMENTS

Focus on skills and experience needed, rather than formal degree requirements, where possible. Include skills that are transferable and relevant to any field, such as “Ability to work well individually or in a team.” This will allow you to attract more applicants with a greater diversity of backgrounds and perspectives.

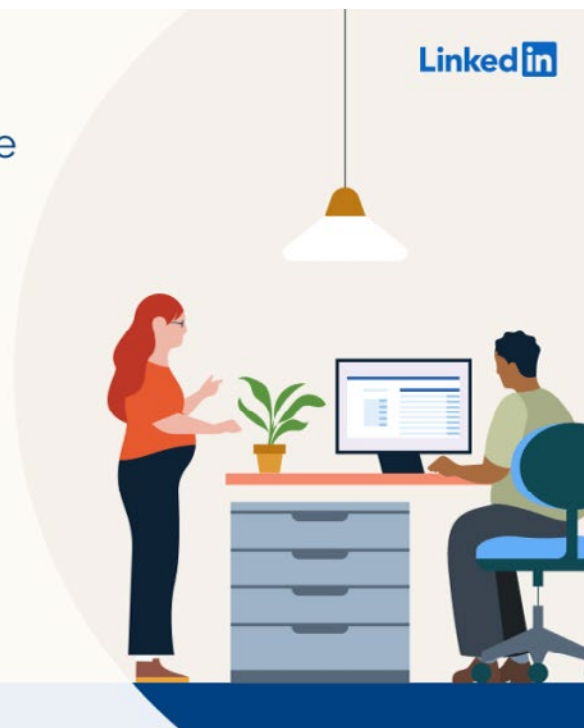
2. OFFER DESIRABLE AND INCLUSIVE BENEFITS

Ask local leaders about the kinds of benefits that would be desirable to people in the community. You can also host a roundtable discussion with candidates about their needs and desires. Here are some ideas from [LinkedIn \(2021\)](#):



10 Inclusive employee benefits to create a more supportive workplace

- Floating holidays and unlimited PTO
- Leave for all parents
- Flexible scheduling
- Family building benefits
- Domestic partner benefits
- Gender-affirming benefits
- Caregiving benefits
- Wellness benefits
- Diverse healthcare providers
- Tuition assistance and financial education



3. STATE CLEAR, SPECIFIC GOALS

“By outlining responsibilities, the core skills needed to take on those responsibilities, and clear goals of the position in your job description, diverse and underrepresented candidates are more likely to apply” ([Aymold, 2021](#)).

4. PROVIDE PAID OPPORTUNITIES TO ASSESS CANDIDATE SKILLS

“For diverse candidates, paid, short-term, flexible projects overcome common barriers associated with traditional internships and unpaid ‘tests’ that require a significant investment of time to complete” ([Aymold, 2021](#)).

5. ADVERTISE IN A VARIETY OF ENGAGING WAYS AND SPACES.

- Advertise with professional organizations that have a diverse membership, like the [NAACP](#), the [National Urban League](#) (and local chapters), and [DiversityJobs](#).
- Network and seek referrals outside of your current contact list. You can do this by facilitating partnerships with local workforce and social service agencies.
- Attend job fairs or networking events sponsored by institutions that primarily serve underrepresented populations.
- Host a job open house with on-site interviews, like Trees Atlanta recently did:

We're Hiring!

TREES ATLANTA

You're Invited To Trees Atlanta's Job Open House!

To celebrate Georgia Arbor Day, Trees Atlanta is hosting an open house for the community to learn about current job opportunities.

To learn about other Georgia Arbor Day activities, go to treesatlanta.org/georgiaarborday.

February 16, 2023
10am - 1pm
825 Warner Street SW.
Atlanta, GA 30316

Onsite Interviews!

To apply in advance go to treesatlanta.org/careers
 Questions? Email willette@treesatlanta.org



THE ARBOR DAY FOUNDATION AND FAIR FORESTS CONSULTING

At the Arbor Day Foundation, we believe everyone should have access to the powerful benefits of trees. To help strengthen our focus on communities that need trees most, we partner with experts like Dr. Christine Carmichael from Fair Forests Consulting. This resource, crafted by Dr. Carmichael, is part of our ongoing commitment to empowering our partners to grow their environmental justice work in urban forestry.

Alliance for Community Tree members have access to our full environmental justice training series in the ACT Member Resource Center. Learn about this network and how to join at arborday.org/ACT.