

AVRDC – The World Vegetable Center

Guidelines for Diversity Positive Recruitment

How to improve the pool of candidates?

- Enrich the job announcement with attractive statements about Center's mission, key job responsibilities and its linkage to the Center's strategy & activities, competencies that potential candidates can bring in, a working environment that emphasizes the importance of multicultural, collaborative, team and innovation issues.
- State in the job announcement, that the Center provides equal opportunity for diverse people and is keen to increase the representation of women, professionals from developing countries
- Keep the requirements- qualifications and experience minimal but adequate for the position.
- Spread the net wide. Place the job announcement on the Center's website, send links to ARCs, NARES, Universities, professional associations, networks, etc. In case of key/senior positions identify target candidates and encourage them to apply or request them to share the announcement with their contacts who could be potential candidates

How to increase the number of potential candidates among women and developing countries in the short list?

- Prepare a short list applying the minimum requirements
- Often women and professionals from developing countries may not have extensive formal experience, qualifications from reputable universities or not have many or highly cited publications. An accommodating approach, to the extent possible, for these aspects will help short listing of suitable target candidates

How to plan and conduct the selection?

Interview planning

1. Constitute a selection panel that is representative of the Center's diversity profile. Have a well balanced panel of women, men and staff from developed and developing countries.
2. Inform all the candidates to be interviewed simultaneously and do this well in advance. Provide clear guidelines on travel, accommodation, visa, the selection process and required seminar topics.
3. Panel should meet in advance and plan for the interview process
4. Brief the panel on diversity positive approach to recruitment
5. Discuss probable questions, who will be responsible to ask for information in various areas, establish evaluation criteria & assign weights to each criteria
6. Questions to be of a "problem-solving" nature and to seek more information
7. Panel must be well prepared- know the job requirements, and the profile of the candidates by thorough reading of application documents

Interview process

8. The Chair of the panel will explain the nature of the interview process and how selection will be made
9. Provide an opportunity for the candidate to request any clarifications with respect to position's requirements, the Center's activities, selection process, etc. before starting the questions
10. Avoid asking questions that relate to marital, sexual orientation, pregnancy, etc.
11. Explore the candidate's potential to perform- their initiative, creativity, sociability, objectivity, openness to learn, etc.
12. After completing the questions, provide an opportunity for the candidate to seek for clarifications and ask questions.
13. End the interview by thanking the candidate for her/his efforts, and mention when the outcome of the selection will be communicated.

Post interview:

14. Provide a structured opportunity for the candidate to talk to other staff members outside the panel
15. Organize a tour of the Center's facilities including housing, educational, recreational, other family related services, and give them a local city tour.

Selection decision:

16. Identify a short-list of candidates who are fully and equally qualified for the job; while doing this avoid assumptions, stereotyping and generalizations regarding gender and other diverse characteristics of the candidates being considered
17. List what each candidate brings to the job and more importantly to the Center's future
18. Ask questions concerning who will better represent the Center to stakeholders, who could reach out best to beneficiaries and partners, who can best bring useful change, creativity and innovation?
19. From the final list of 2-3 excellent candidates, select the one who will bring the most diversity to the Center.