

Worksheet: Review our talent acquisition practices

How to use this worksheet:

Use this worksheet to do a quick assessment of where you can integrate age inclusion in your talent acquisition policies, processes and tools. This will be helpful input when you design your talent acquisition team's action plan.

Who to include in the conversations:

Leaders and members of your Talent Acquisition team. Be sure to include representation from staff who execute daily front-line tasks in sourcing candidates, recruiting, interviewing, assessing candidates, and processing candidate offers and acceptances. They will have valuable insights on any gaps between what the organization aims for, and what the reality is for candidates and hiring managers.

Take a few minutes to talk with your team about the current state of your talent acquisition practices, policies, tools and training. This broadly encompasses many aspects of talent acquisition, including writing job descriptions and job postings, sourcing, recruiting, interviewing, assessing candidates, selecting finalists, making offers and supporting new hires between acceptance and on-boarding.

1. What is your personal motivation to reduce age bias and support a multi-generational workforce in your organization? _____

2. What do you think our organization's motivations are to reduce age bias and support a multi-generational workforce? _____

3. Do we have a sustained effort to recognize age bias in hiring?

No

Yes

Some effort, but not sustained or consistent

If "Yes" or "Some," list any examples of how your policies, processes, tools, training and data use help your team recognize age bias in hiring. If no specific examples come to mind, write "none." _____

4. Do we have a sustained effort to prevent age bias in hiring?

No

Yes

Some effort, but not sustained or consistent

If “Yes” or “Some,” list any examples of how your policies, processes, tools, training and data use help your team prevent age bias in hiring. If no specific examples come to mind, write “none.”

5. Do we have a sustained effort to interrupt age bias in hiring when it happens?

- No
- Yes
- Some effort, but not sustained or consistent

If “Yes” or “Some,” list any examples of how your policies, processes, tools, training and data use help your team interrupt age bias in hiring when it happens. If no specific examples come to mind, write “none.”

6. Do we train everyone involved in hiring on how to interrupt and prevent age bias in hiring?

- No
- Yes
- Some effort, but not sustained or consistent

If “Yes” or “Some,” list any examples of how you train on age-bias prevention with HR staff, hiring managers, interviewers, and others who provide input to sourcing, recruiting, interviewing, assessing, selecting finalists, and making offers to new hires. If no specific examples come to mind, write “none.”

7. Does our set of hiring tools and materials reflect best practices to avoid age bias in our hiring?

- No
- Yes
- Some effort, but not sustained or consistent

If “Yes” or “Some,” list any examples of how your hiring tools and materials reflect best practices to avoid age bias throughout the talent acquisition process. If no specific examples come to mind, write “none.”

Now that you’ve done a brief, but meaningful assessment of where you can integrate age inclusion into your talent acquisition efforts, you can use it to create an action plan for your team. AARP’s **Say This, Not That: A Manager’s Guide to Hiring** is packed with resources you can use to take action in each specific area where you answered “No” or “Some effort.”

It has what you need to create more age-inclusive hiring practices - from the data you need to garner support and win resources to the tactical training exercises you can use. AARP has even synthesized the best practices into a templated hiring kit for you to customize and use throughout your organization.