Steps to take

What you can do as an association

Recruitment
Make sure your recruitment process is as fair and as unbiased as possible.

Unbiased selection procedure

- When asking people personally, you might want to ask people that you like personally, however, this creates affinity bias. Instead, decide in advance on what basis you want to ask people for a position. For example, they have been an active member for X amount of time, they have shown pro-active behaviour, etc.

- Use standardised questions during interviews to be able to treat every candidate as similarly as possible

- Have at least 2 people in the interview panel

Job descriptions

- Use language that is inclusive of all audiences.
  Write gender-neutral. Examples:
  In terms of pronouns use and include the neutral ‘they/them’.
  In terms of functions use ‘chair’ instead of chairman.
  Write in English if you want to also address international students.
  Both English and Dutch is the most inclusive.

- Check if it’s too specific (‘you are able to speak English to our members’ instead of ‘you are excellent in English’)

- Focus on behaviour rather than qualities (‘you are able to stand up for yourself’ instead of ‘you are assertive’)

- Add a diversity statement

Implementation in the structure

- Implement DEI in documents like the policy plan and HR procedures

- Make 1 person in the association responsible for overseeing the DEI process (make sure it’s on the agenda, plans are made, etc.), but make sure everyone feels responsible for taking DEI into consideration with all their plans and actions.

- Decide and communicate where members can go when experiencing undesirable behaviour. This can be internal or external or both.

- Evaluate your DEI progress periodically (e.g. put it on the board agenda every month, conduct a DEI survey among members every 6 months).

Example: (name association) welcomes and values diversity (e.g., opinions) within the framework of the association. All qualified applicants will receive equal consideration regardless of ethnicity, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, status, class.
If you have any combination of these qualities and feel enthusiastic about this position, please feel welcome to apply.

Made by: DEI Student Ambassadors of the Radboud University, 2020 – 2021