

Recruit

Answering the questions in this checklist will help you review your recruitment practices to ensure you recruit workers based on competence, not age. If you answer no to any of the questions or are unsure, you may need to take further action.

Strategies/Tactics	Yes	No	Unsure
Do we recruit the best people to drive profit, focus on skills and abilities (and not age)?			
Do we recruit from within our own organisation first?			
Do we use phrases like 'people of all ages are encouraged to apply', 'we are an age-friendly organisation' in our job ads?			
Do we delete restrictive phrases like 'young and eager' and 'junior/senior' from our job ads?			
Do we look beyond the normal places to advertise the position and are we aware of what sort of places/magazines/internet sites mature-age people use to find work?			
Do we use a recruitment agency and instruct the agency to select on skills and ability, not age?			
Do we ensure that people involved in the selection process understand that selection should be based on the skills and ability required to do the job?			
Do we prepare interview questions based on skills required and experience?			
Do we recognise the value of prior experience?			
Do we become an 'employer of choice' through having employment policies that focus on diversity?			