

Diversifying Recruitment

Here are some tips and guides on how to diversify the workforce.

Job Description Checklist
Gender-Neutral Language <i>TIP: Use a platform like Textio which removes any mentions of he/she, and this app will identify if you're using sexist language in the job description</i>
Avoid long bullet point lists - break it down into 'Must-Haves' and 'Nice-to-Have'
Include a note at the end of job adverts about your commitment to diversity, inclusion and equality. Eg. "Our Music Service is proud to be committed to hiring a diverse workforce"
Post adverts outside of your network, as our own ones tend to be homogenous. Reach out to different networks, and groups that are dedicated to finding diverse candidates for roles.
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The Interview Process

One in seven people are neurodivergent in the UK. To ensure the interview process is inclusive for all applicants, it is recommended that you don't ask multiple questions at the same time. In fact, if you are able to provide interview questions ahead of time and allow applicants to bring notes and mind maps in the interview process it is highly encouraged. To find out more about neurodiversity, there are a number of sources available online such as the Universal Music Creative Differences report which you can find [here](#).

Unconscious Bias

A stereotype is an oversimplified idea or belief about a person, group or thing. Over time, our stereotypes can form into unconscious bias. It is natural, but left unchecked it influences our decision-making and how we behave towards certain groups, both negatively and positively.

Our actions, as a result of unconscious bias, can mean certain groups of people are overlooked for job roles, promotions and recognition. It can also impact the way we engage and behave around people, including children from different backgrounds. While it's not intentional, our subconscious can kick in and play up to stereotypes and underlying beliefs in our minds.

Here are some steps to help you work against your unconscious bias: