

Data Done Right: How to Keep Your Hiring Data Fair and On Track!

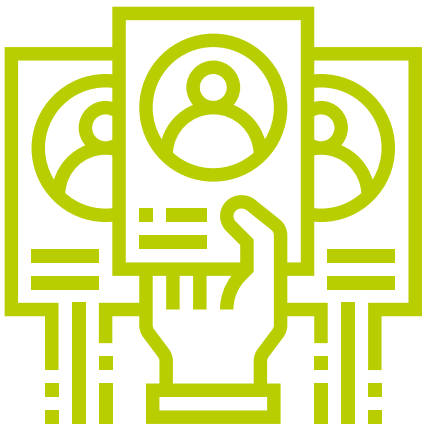
The data you collect lays the foundations for more DE&I processes. Streamlining your data-collection methodology gives your team more time to dive into potential issues and proactively address them.



Clean Data Depends On Rules!

You must clearly define (and stick to) rules for your applicant pool—this will remove ambiguity from your process and give you a clear basis for defending rejections. Ensure that your rules cover:

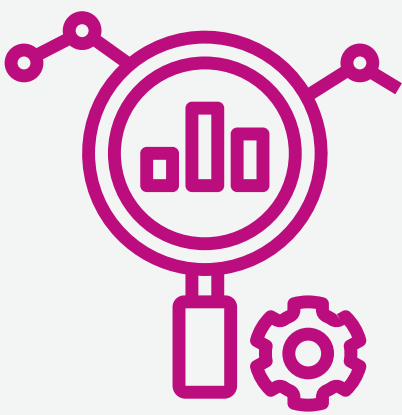
- Method of acceptance:** Will you only accept applications via email, job boards, paper applications, or your organization's online application system/ATS?
- Required documentation:** Should applicants provide a resume and/or cover letter?
- Timeframe:** Will applications need to be made before a deadline?
- Scope of application:** Can applicants apply to multiple positions with a single application or should they apply individually to specific positions?
- Data management techniques:** If a position is over-subscribed, how many applications will you consider? Will this happen before or after a basic qualification check?
- Basic qualifications:** Do you have a process for determining the basic qualifications that are required for any given role? Do you ensure that these requirements are fair?



When Should I Consider Someone a Candidate and Include Them in My Data?

Using the OFCCP definition of an internet candidate, ask yourself:

- Has this individual submitted an expression of interest in employment through the internet or a related electronic data technology?
- Have you considered this individual for employment in a specific position?
- Does this individual's expression of interest indicate that they possess the *basic qualifications* for the position?
- Has this individual at **no point** prior to receiving an offer of employment removed themselves from further consideration, or otherwise indicated that they are no longer interested in the position?



What Should My Disposition Data Look Like?

A good model for covering all bases in disposition terms is to describe three key areas: the **step**, the **status**, and the **reason**.

- Step:** Have you indicated the furthest stage in your hiring process that each candidate reached? For example:
 - Applied
 - Basic qualification screen
 - Preferred qualification screen
 - Hiring manager review
 - Interview
 - Second interview
 - Offer
 - Post-offer checks
 - Hired
- Status:** Have you indicated what happened at the final step reached? For example:
 - Passed
 - Failed or Rejected
 - Withdrew
- Reason:** Have you recorded reasons for an applicant's status in the last step? For example:
 - Lacked basic qualifications
 - Didn't show up for the interview
 - Not willing to travel
 - Not considered

Start reassessing every potential point of friction in your hiring process today. Read our full ebook:

Getting Started With Compliance and DE&I: Everything Talent Acquisition Professionals Need to Know

Click the title to download today or head to affirmity.com/resources