A First Step: Evaluate the age-inclusiveness of your recruitment practices[6]

Instructions

1. Check off the methods that your organization uses for recruitment in the "yes/no" column.

2. For those methods that your organization uses, check the career stages of the workers most often recruited in applicant pools using this method in the "career stage" column. For instance, for internal advertisements, you may find yourself mostly recruiting mid-career workers. If the method draws two or more career stages fairly equally, check all relevant boxes.

3. Calculate your totals (one point per checkmark) to find out whether you have career stage gaps in your recruitment practices.

4. Discuss the results with your recruiting team. What steps will you take to broaden your recruitment outreach? You may need to look beyond recruitment, paying particular attention to the age-inclusivity of flexible work arrangements, compensation, and training.

External Recruitment		Career Stage		
		Early	Mid	Late
Employee Referral	Y/N	☐	☐	☐
Employment, temporary, search agencies	Y/N	☐	☐	☐
Government programs	Y/N	☐	☐	☐
Networking	Y/N	☐	☐	☐
Newspaper or internet advertisements	Y/N	☐	☐	☐
On-site recruitment at job fairs, etc.	Y/N	☐	☐	☐
Social media	Y/N	☐	☐	☐
TOTAL (award 1 point per checkmark)				

Internal Recruitment				
Internal advertisements of positions	Y/N	☐	☐	☐
Promotions to higher/different positions	Y/N	☐	☐	☐
Redeploying experienced staff to new positions	Y/N	☐	☐	☐
TOTAL (award 1 point per checkmark)				

TOTAL SCORES (sum of external + internal)

Early Career Stage _____

Mid Career Stage _____

Late Career Stage _____