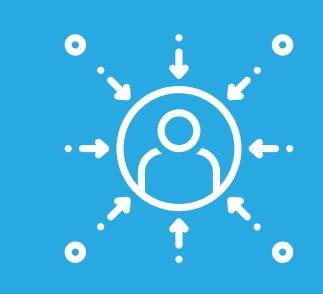# How to Engage and Select Youth Candidates

UNCONSCIOUS BIAS

We all have biases that we are not aware of that can impact hiring and selection decisions. Try using techniques such as eliminating information that could lead to bias when reviewing resumes and ensure you are using objective criteria when reviewing candidates. Inclusive language and diversity statements in job postings can encourage a wider range of applicants to apply.

KEY REQUIREMENTS

What requirements are necessary for the role you are hiring for? Consider doing a job analysis to identify what is really needed. Requirements limit the candidate pool, but are they limiting candidate applications the way you want them too? Consider reviewing job postings regularly to make sure they do not include biased language that deters applicants that you want to apply.

RESUME REVIEW

How do you identify potential in a candidate with no experience? Transferable skills from experiences such as team participation and volunteering can help youth to excel in a paid position. Keep in mind that youth from low income homes may struggle to have the same extracurricular experience due to cost so that is not the fairest indicator. Everyone needs their first job. Is your job posting entry level?

COVER LETTERS

Consider if a cover letter is appropriate for the position you are recruiting for. Cover letters allow youth to expand on their resume and provide more context. They can be time consuming to create and to review and provide a barrier for newcomer youth and those who do not excel at traditional academic tasks. Asking long answer questions in an email or application can be a good alternative.

PHONE OR VIDEO SCREENING

Ensure youth have technical requirements to complete a phone or video screen. Outline the process clearly as this may be the candidate's first interview or screening experience. Follow up in multiple ways to invite them to the virtual appointment. Provide links to resources on how candidates can prepare for the phone or video screen