

**#HIRE
TRANS
NOW**

Checklist

Post jobs to #HireTransNOW job board, add #HireTransNOW hashtag to other postings, and select three Trans-Inclusive Hiring practices to add to your hiring procedures from this checklist.

RECRUITMENT



Attend, host, or co-host trans outreach events



Distribute job postings to trans-specific network



Add a diversity and inclusion statement to job postings

APPLICATION



Remove legal US or state ID questions, including legal name



If sex markers are requested, make inclusive and ask about pronouns



If references are requested, sensitively ask about other names and pronouns

INTERVIEW



Ensure and note trans-inclusive bathroom option for interviewees



Add diversity-based questions and scoring criteria



Involve well practiced trans or LGB staff throughout interview process

Need guidance? We've got examples! Visit transinclusivechicago.org/hire

Does your organization already recruit trans job candidates and make its application and interview process equitable for those candidates? Ask about our Advanced #HireTransNOW Inclusive Hiring Practices Checklist.