

### 3. Do's and Don'ts in Aboriginal Recruitment

#### DO....

1. **Invite Aboriginal employees to refer friends and contacts.** It is important to reward or compensate employees for successful referrals, because the best recruits often come through word-of-mouth.
2. **Post job applications in Aboriginal media and on Aboriginal job boards.** A listing of Aboriginal media, such as B.C.'s Raven's Eye or Ontario Birchbark, can be found at AMMSA.ca. One board which is solely devoted to Aboriginal hiring is called the Inclusion Network, available at inclusionnetwork.ca.
3. **Contact Aboriginal employment officers at local Friendship Centres.** Employment officers are among the first to receive new job postings and can be of valuable help to locate candidates. A listing of Friendship Centres can be found at:  
<http://www.aboriginalcanada.gc.ca/acp/site.nsf/Search?OpenAgent>
4. **Contact local Aboriginal Human Resource Development Agreement (AHRDA) holders.** AHRDA holders work directly with Aboriginal people seeking employment and can be of valuable help in finding suitable candidates. A full list of the 79 AHRDA holders can be found at:  
[http://www.hrsdc.gc.ca/eng/employment/aboriginal\\_employment/locations/index.shtml](http://www.hrsdc.gc.ca/eng/employment/aboriginal_employment/locations/index.shtml)
5. **Increase your company's presence at job and career fairs involving Aboriginal job-seekers.** Several urban bands and Friendship Centres hold job and career fairs; make sure you are on their mailing lists.
6. **Contact the Aboriginal coordinators and counsellors at local colleges and universities.** It's as simple as calling the switchboard and asking to speak to a counsellor of Aboriginal students or the head of the Aboriginal centre.
7. **When interviewing Aboriginal candidates, a duo of interviewers is preferable and a panel – especially one which includes an Aboriginal person – is most desirable.** Among companies seeking a more diverse workforce, interview panels are a familiar practice because a diverse panel is often more effective in recognizing the strengths of diverse candidates.
8. **Turn the interview into a conversation.** Encourage candidates to be forthcoming in ways that feel comfortable to them.
9. **Be realistic and adaptable regarding qualifications.** Is a university degree an absolute requirement for the position? Can equivalent experience be regarded as a legitimate alternative? Many employers have discovered the advantages of accepting experience and capabilities in lieu of formal certification, particularly in non-technical or relationship-based areas of work. There are cases in which companies have promoted apprenticeship programs, on-the-spot training, and other routes to help fill much needed positions.
10. **Recognize that candidates do not always hold a driver's license.** In cases where a valid driver's license is a requirement, make sure it is included in the job description. If it is a near-requirement, make it an issue for discussion in the interview. In some cases, companies have provided services such as shuttle buses or free bus passes.

## DON'T....

1. **Use the same one-size-fits-all recruitment style.** Avoid standardized interview guides that ask the same questions and reward the same answers. Allow spontaneous conversations, and don't expect every question to be answered immediately.
2. **Conduct too narrow a recruitment search.** Do not limit all job postings to one city newspaper or the company's web site.
3. **Ask questions prohibited by human rights legislation.** Unacceptable questions include those concerning place of birth, marital status, sexual preference, age, beliefs, disabilities or financial situation. For more valuable examples, visit:  
<http://bizcovering.com/employment/questions-you-cannot-ask-at-job-recruitment-interviews/> or  
[http://www.chrc-ccdp.ca/publications/screening\\_employment-en.asp](http://www.chrc-ccdp.ca/publications/screening_employment-en.asp)
4. **Assume candidates include everything in their resume.** Aboriginal candidates often have a wealth of experience-based knowledge scarcely suggested in a resume. Particularly in cases of referrals and recommendations, it is important to take time to listen to candidates in order to assess all their abilities.
5. **Interpret a candidate's quiet manner as avoidance or shyness.** Among some Aboriginal people, a soft voice, periods of quiet, and a lack of eye contact can be their cultural manner of showing respect.