

Application Process



The application for employment is an important milestone in the recruiting life-cycle for all candidates and job applications may unintentionally create barriers for foreign born talent interested in your roles. When creating your job applications, we encourage you to consider the unique backgrounds of foreign born talent and consider questions such as:

- How many questions do you have to answer
- How long does the entire application take to complete
- Whether you're required to create an account
- Do you need to provide an email address
- How much personal information is required
- What is the probability your target audience has access to a computer
- Is the application available via mobile app
- Is the application available in various languages

Consider whether your organization has the ability to assist candidates with the application process. To reach candidates who don't have computer access or maybe resources to find an employment opportunity online, post signage or host in-person events at local employment offices, places of worship, libraries, or other areas where foreign-born workers may gather.

Application abandonment can play a big role in fewer applicants for any position. Take care to review your current application process and remove barriers and obstacles for those applying. Consider applying for a job on your own organization's job board to get a firsthand sense of the experience. You can also review the application process for your competitors and see how your process stacks up against the competition.

Important to remember

It is important to note, employers are prohibited from denying protected individuals employment because of their real or perceived immigration or citizenship status. The following two questions are the only accepted questions for pre-hire screening:

1. Are you authorized to work in the U.S.? and
2. Will you now or in the future require sponsorship for employment visa status (e.g., H-1B visa status)?

Increasing applicants from diverse backgrounds and lived experiences

To increase applicants from diverse backgrounds and lived experiences, you may want to consider the following:

- Developing internships for targeted groups.
- Considering the *actual* education level needed for any given position. What are the true minimum qualifications for the role? Is there an option to recognize equivalent work experience? Noting skill sets and competencies is also helpful. Review job descriptions to identify US-centric language and how you could potentially make those more inclusive.
- Are the posted positions ones that can support work sponsorship if required? Does the organization have the resources to sponsor a VISA, which can be expensive, complicated, and take time? Will government regulations support sponsorship for such a position?