

# Employer Readiness Scan

## Introduction

Welcome to this self-evaluation employer readiness scan for recruitment, onboarding, and retention of international students and graduates!

## Instructions

This self-assessment scan is designed to help you reflect on your organisation's current state regarding employer readiness. It helps you to identify actions you can take to be better prepared for attracting and retaining international students and graduates.

**Step 1:** Review each section of the self-assessment, which is divided into several key areas.

**Step 2:** For each question, determine which star rating (☆, ☆☆, ☆☆☆) best describes your organisation's status by answering the questions. The number of stars indicates the level of your current state and where improvement might be possible.

**Step 3:** If you answer "Yes" to a ☆ or ☆☆ question, then go on to the question of the next stage (number of stars) and answer that one.

If your answer is "No," review the suggestion for improvement and think about actions you can take to progress and improve the recruitment, onboarding, and retention of international talent.

## 1. Organisational commitment

- ☆ Have we acknowledged the importance of hiring international talent?
  - Yes.
  - No.

**Suggestion for Improvement:** Share success stories of other companies and talk about the benefits that they have gained by hiring international talent and what it could mean for your company.

- ☆☆ Do we communicate our commitment to hiring international talent both internally and externally?
  - Yes.
  - No.

**Suggestion for Improvement:** Start by creating messages that highlight the benefits of a diverse workforce and your organisation's dedication to inclusion.

Use various channels such as internal newsletters, company meetings, social media, and your website to spread the word. Additionally, you can think about sharing success stories and testimonials from international employees to illustrate the positive impact of your commitment.

- ☆☆☆: Is our commitment to hiring international talent a key part of all our communications?
  - Yes.
  - No.

**Suggestion for Improvement:** Ensure that all company communications reflect your commitment to hiring and retaining international talent.

## 2. Diversifying leadership

- ☆ Have we recognised the need for diversity in our management team and board?
  - Yes.
  - No.

**Suggestion for Improvement:** Conduct workshops or discussions to raise awareness about the benefits of diversity in leadership.

- ☆☆☆ Have we started taking steps to increase specific groups of diversity in our leadership, such as e.g. gender and age?
  - Yes.
  - No.

**Suggestion for Improvement:** Establish a diversity task force to develop and implement strategies for increasing diversity in leadership.

- ☆☆☆ Do we consider a wide range of diversity and inclusion factors in our leadership composition?
  - Yes.
  - No.

**Suggestion for Improvement:** Review and update your leadership selection criteria to ensure they encompass a broad range of diversity and inclusion factors.

## 3. Developing inclusive leadership skills

- ☆ Is inclusive leadership a known concept for our leaders and they have been introduced to this concept?
  - Yes.
  - No.

**Suggestion for Improvement:** Introduce the concept of inclusive leadership by organising discussions, introductory workshops, or seminars.

- ☆ ☆ Have basic learning activities on diversity and inclusion been provided to your leaders? Has top management had specific sessions?

- Yes.
- No.

**Suggestion for Improvement:** Develop and implement basic diversity and inclusion training programs for all leaders.

- ☆ ☆ ☆ Are inclusive leadership practices part of ongoing management development?

- Yes.
- No.

**Suggestion for Improvement:** Incorporate inclusive leadership training into your regular leadership development programs and activities.

#### 4. Awareness and internal resources

- ☆ Have there been any company-wide activities for all employees to gain awareness about diversity and inclusion?

- Yes.
- No.

**Suggestion for Improvement:** Organise sessions to discuss diversity and inclusion topics, like open dialogue meetings where experiences can be shared. You can also share experiences in the company newsletter, intranet, or host an event to celebrate diversity.

- ☆ ☆ Have we provided some diversity and inclusion training to all employees, managers, and leaders?

- Yes.
- No.

**Suggestion for Improvement:** Offer regular diversity and inclusion training sessions for all employees, like workshops on Unconscious Bias and Cultural Competency.

- ☆ ☆ ☆ Are there ongoing internal resources for diversity topics? Is diversity training a part of onboarding?

- Yes.
- No.

**Suggestion for Improvement:** You can create an internal portal on diversity topics and incorporate the subject in regular learning activities. Ensure that diversity training is included in the onboarding process.

## 5. Inclusion and psychological safety in teams

- ☆ Have we acknowledged the importance of inclusion and psychological safety for team success?
  - Yes.
  - No.

**Suggestion for Improvement:** Conduct training sessions and discuss the importance of psychological safety and inclusion. Many case studies show that diverse and inclusive teams perform better and are more innovative and effective.

- ☆ ☆ Have we taken some steps towards inclusion and conducted employee surveys on this topic for feedback?
  - Yes.
  - No.

**Suggestion for Improvement:** Implement employee surveys to gather feedback on inclusion and use the results to improve and make action plans.

- ☆ ☆ ☆ Is there ongoing dialogue about inclusion?
  - Yes.
  - No.

**Suggestion for Improvement:** Set up regular forums and meetings where employees can discuss inclusion and provide feedback. Consider giving them the opportunity to provide feedback online and/or anonymously as well.

## 6. Supporting international colleagues

- ☆ Do we have insight in the challenges international colleagues face?
  - Yes.
  - No.

**Suggestion for Improvement:** Organise a meeting with this group of employees to identify their challenges and develop initial solutions for them.

- ☆ ☆ Have we set guidelines for multicultural teams and fostered a culture of respect?
  - Yes.
  - No.

**Suggestion for Improvement:** Create and distribute guidelines for working in multicultural teams and promote a culture of respect. Ensure that all team members are aware of these guidelines. Use multiple channels such as emails, team meetings, and internal portals to communicate the guidelines clearly and consistently. Encourage leaders and managers to model the behaviours outlined in the guidelines.

- ☆☆☆ Is multiculturalism the norm? Are there clear processes for inclusion in multilingual environments?

- Yes.
- No.

**Suggestion for Improvement:** Develop clear processes to ensure inclusion in multilingual environments and promote multiculturalism as a norm. As a next step make sure that the norms become an integral part of the company culture.

## 7. Inclusive recruitment processes

- ☆☆ Have we identified obstacles in the recruitment process regarding inclusion?
  - Yes.
  - No.

**Suggestion for Improvement:** Gain insight in your recruitment process and its obstacles regarding inclusion and aim to diversify the candidate pipeline. Conduct a review to identify and address potential biases and barriers.

- ☆☆ Have initial steps been taken to reduce biases in recruitment?
  - Yes.
  - No.

**Suggestion for Improvement:** Make sure you have clear job descriptions and transparent recruitment processes. Begin with discussions about the language of job advertisements and edit them to ensure inclusivity. Provide training specifically focused on diversity and inclusion in recruitment.

- ☆☆☆ Have we developed a comprehensive recruitment strategy to attract diverse talent and to be more inclusive?
  - Yes.
  - No.

**Suggestion for Improvement:** A comprehensive recruitment strategy can include structured interviews, scorecards, and data collection to ensure diversity and mitigate biases. Establish clear processes to check recruitment materials for inclusivity and make proactive efforts to reach new audiences with job ads. Ensure that all individuals involved in recruitment complete relevant diversity and inclusion training and offer them continuous learning opportunities.

## 8. Onboarding

- ☆ Have we recognised that onboarding international employees might need specific attention?
  - Yes.
  - No.

**Suggestion for Improvement:** Recognise the unique needs of international employees during onboarding. Consider language support, cultural orientation, and assistance for spouses and families.

- ☆ ☆ Have you taken some actions to improve the onboarding process specifically for international employees?
  - Yes.
  - No.

**Suggestion for Improvement:** Start implementing a few specific actions such as language classes, cultural workshops, and support activities for families.

- ☆ ☆ ☆ Do you have a clear and comprehensive onboarding process for international employees?
  - Yes.
  - No.

**Suggestion for Improvement:** Develop a clear and comprehensive onboarding programme for international employees and their spouses/families.

## 9. Retention

- ☆ Have you identified that retaining international employees is a critical challenge and that it might take an extra effort to retain them?
  - Yes.
  - No.

**Suggestion for Improvement:** Identify the specific issues related to the integration and comfort of international employees in their new environment. You can do this simply by asking them what issues they face and what might be helpful for them in regard to their comfort and integration.

- ☆ ☆ Have you taken some steps to ensure that international employees and their families feel well integrated both at work and outside of work?
  - Yes.
  - No.

**Suggestion for Improvement:** Take steps to providing support both at work and in their personal lives, such as a mentoring programme and/or organising network-activities for spouses.

- ☆☆☆ Do you have continuous follow-up on the well-being of international employees to ensure their integration into the organisation and local society through frequent meetings or mentoring?
  - Yes.
  - No.

**Suggestion for Improvement:** Establish continuous follow-up processes like regular meetings or mentoring to address questions, adjust expectations, and tackle challenges.

## Conclusion and next steps

Congratulations on completing this scan! Take a moment to reflect on what you have learned about your organisation's employer readiness through this process. Consider how you will apply these insights to set goals and to develop actions to increase your employer-ability. We encourage you to take a look at all **three INTERLOCALITY online courses** if you would like to learn more about **Employer-ability, Intercultural Sensitivity, and Guidance and Counselling**.

Thank you for your commitment to self-improvement!

## Sources

FIBS. (2021). Diversity and inclusion self-assessment tool. <https://monimuotoisuusarviointi.fi/en/>. Licensed under CC BY 4.0. To view a copy of this license, visit <http://creativecommons.org/licenses/by/4.0/>. CC-license does not apply to images in this publication. The INTERLOCALITY Employer Readiness Scan has significantly modified the content.

Technology Industries of Finland. (2022). Diversity, equity and inclusion in the technology industry. Becoming an internationally attractive workplace. Valo 2.0. <https://teknologiateollisuus.fi/wp-content/uploads/2024/09/Diversity-equity-and-inclusion-in-the-technology-industry-2.0-2022.pdf> The INTERLOCALITY Employer Readiness Scan has significantly modified the content.

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