

Hiring Revolution / RESOURCE

A Guide to Disrupt Racism + Sexism



House in Negotiation → *When Making the Offer, Consider the Whole House*¹

When deciding whether or not to say yes to a job offer, in addition to the tasks of the role, **a candidate is also considering how the company will acknowledge, respect, and even value who they are.**

In the offer and negotiations part of a hiring process, **each of the predictable identity disparities will pop up for you and your candidate in material, relational, and symbolic ways.** Consider your whole house and how each identity experience may contribute to a candidate believing this job will or will not be a good fit for them, their families, and their professional development aspirations.



RACE

- What is our dress code—our expectations, formalized or not, about how People of Color and white people dress and do their hair, what they smell like, what is considered formal/put together and not, are hats allowed in the office or not?
- Who decides what art, what music, what food gets shared in the office?
- What is our company's stance on reacting when an incident of racism happens in our office, building, city, or sector?
- What are our expectations about pronouncing team members' names correctly, and is there accountability for it?
- How will new hires know if they're being paid on par with white people, men, and white men who work here?

¹ Illustration designed by Cori Nakamura Lin for Team Dynamics LLC

Hiring Revolution / RESOURCE

A Guide to Disrupt Racism + Sexism



IMMIGRATION

- Might this person need our workplace to provide sponsorship/visa support?
- If we do direct deposit for paychecks, will pay be accessible for someone operating in cash and not through a traditional bank?
- What is our company's stance on reacting when an incident of xenophobia happens in our office, building, city, or sector?

CLASS

- Do we offer a relocation expense reimbursement package?
- Do we expect new hires to cover expenses of starting employment, such as a uniform or "professional" wardrobe, a laptop, high-speed home internet, and so on?
- Is our office easy to get to on public transportation, or do we expect new hires to have a vehicle, insurance, and funds for gas, repair, maintenance, and parking?
- Do we assume new hires have a passport valid for international travel?
- Do we expect new hires to have a personal credit card with which to cover "incidentals" during business travel?

Hiring Revolution / RESOURCE

A Guide to Disrupt Racism + Sexism



LANGUAGE

- What are company preferences around talking with colleagues in languages other than English?

 - Who can help translate to ensure understanding of the legal and financial commitments in the offer and acceptance?
-

ABILITY

- What does the company, or immediate team lead, need to know about a new person's cognitive, physical, and/or behavioral disabilities or differences if we are to work together?

- Does the company make available particular technology or tools to make work more widely accessible?

- Do you make it a practice to tell all new employees about elevator, ramp, restroom, and stair options in your building?

Hiring Revolution / RESOURCE

A Guide to Disrupt Racism + Sexism



AGE

- What norms have the company established around breast/chest feeding² or pumping in the office? During meetings (in person and/or virtual)?

- What is our dress code?

- What expectations do we hold for hours worked? If a weekday schedule is “normal,” is working late or over weekends expected or discouraged, and how likely is it? If working unusual or irregular hours is allowed, is it viewed neutrally or assigned judgment?

- Do we treat the presence of a variety of ages as an asset? How do we value employees of different generations?

² *Chest feeding* is a term used by some trans men who have mammary glands and are able to feed their babies, but do not consider themselves as having breasts.

Hiring Revolution / RESOURCE

A Guide to Disrupt Racism + Sexism



RELIGION / FAITH

- What dates or holidays do we recognize, celebrate, talk about, or decorate for?
 - What level of personal religious display (such as specific head coverings, facial hair, clothing items, and hairstyles) is expected or frowned upon?
 - How do we navigate faith-related dietary and/or behavior traditions (such as eating Kosher, not consuming alcohol, not touching people of a different gender) in daily exchanges and at company gatherings?
-

SEXUALITY

- What is our company's stance on reacting when an incident of homophobia or biphobia³ happens in our office, building, city, or sector?
- How would you answer the inquiry: "I've been sexually harassed before; how do y'all handle that here, because I want to feel safe?"

³ Transphobia is not included here because being trans is a gender identity, not a sexual orientation.

Hiring Revolution / RESOURCE

A Guide to Disrupt Racism + Sexism



GENDER

- What are company expectations for working after dark? Working alone in the office? What are our safety and security protocols?
- What are office restrooms and accommodations like (for example, single stall, signed for men/women)?
- How will new hires know if they're being paid on par with men who work here?
- How many people, and what proportion of people in leadership positions, are similar or different to the new hire's current gender presentation?
- What is our practice for sharing and being accountable for using colleagues' pronouns and preferred names?

Hiring Revolution / RESOURCE

A Guide to Disrupt Racism + Sexism



ETHNICITY

- What variances do we have in the way people dress, eat, talk, work, and deal with conflict here?

 - What are our expectations about pronouncing team members' names correctly, and is there accountability for it?

 - What religious, national, or ethnic traditions does your company acknowledge, honor, or otherwise pay attention to? What about the building your office space is in? (For example, is there a Christmas tree each December in the foyer of the coworking space where you rent a few desks?)
-

WHAT ELSE?