

BEST PRACTICES: RESPECTFUL PRONOUN USE IN RECRUITMENT

Break the ice. Introduce yourself: “Good morning, my name is _____, and I use _____ pronouns. How would you like me to introduce you to the interview committee?” If the candidate does not offer pronouns, respect that choice. In the few instances where the candidate is not addressed as “you,” use the person’s name or neutral pronouns (e.g., “they,” “them.”). For example, “Does anyone have any more questions for Dusty?”

Never assume the candidate’s gender identity or pressure the candidate to designate pronouns.

Use the name the candidate prefers to go by. In addition, remember that any candidate may have different names on different documents (e.g., on their résumé versus application). Do not treat this as a deceptive practice.

If you make a mistake in using a candidate’s correct name or pronouns, calmly correct yourself and move on.

Remember

Candidates should feel respected throughout the recruitment process so they can show what they are capable of. Gender is irrelevant to an individual’s job qualifications.

When you are ready to conduct reference checks, you may ask the candidate what name a referee knows them as and what pronouns to use when referring to them.