

## Opening Doors for Refugees: actions

[The Opening Doors campaign](#) has five high-level principles, each of which are underpinned by specific, measurable actions. All of these actions will benefit refugees, but the actions highlighted below will have the greatest impact.

### Principle 1: Create partnerships which connect people from disadvantaged groups to your jobs

- Identify the disadvantaged group(s) that you want to support into roles within your own business. Build partnerships with support organisations working with people from that disadvantaged group to help you create effective pathways into work and maximise your long-term impact. By disadvantaged groups, we mean people who are disadvantaged in the labour market, for example: disabled people, ex-military, people with convictions, people who have experienced homelessness, long-term unemployed, older workers, refugees, survivors of modern slavery, young people, and carers. This list is not exhaustive, and you may identify other groups that you would like to support into work, including those facing intersectional barriers.

### Principle 2: Show candidates that you're committed to inclusion

- Ensure that your job adverts reach excluded and diverse talent by advertising through a range of channels, e.g., Jobcentre Plus and recruitment partners that target diverse groups.
- Make sure that your employees understand your commitment and provide training on inclusive recruitment for those involved in hiring.
- Publish your value statement(s) and all diversity pledges and commitments made (e.g., BITC's Race at Work Charter and Disability Confident) on your website and in recruitment literature.
- Use diverse images and role models in all your public-facing communications.

### Principle 3: Make sure job descriptions and adverts are comprehensive and use inclusive language

- Remove jargon.
- Use neutral language.
- Make it clear to applicants what the different stages of the application process will be and the associated timeframes.

## **Principle 4: Focus on the essential skills and capabilities that are needed to do the job**

- Ask for skills rather than experience and qualifications where possible.
- Only ask for skills that are really needed, and at the level that the role requires (e.g., does the candidate really need 'excellent' communication skills?)
- Recognise non-traditional or informal work experience (e.g., volunteering).
- Consider whether any qualifications and experience that are required must have been gained in the UK, or if you can accept non-UK equivalents.
- Review the stages of the application and assessment processes to make sure that they are appropriate (e.g., is an interview the best way to assess the skills that you are looking for?)

## **Principle 5: Prioritise accessibility and eliminate bias**

- Ask all candidates if they need any adjustments at every stage of the process.
- Provide information in accessible formats and different languages, as required.