

WORK CENTRAL AB

Workplace Diversity

Building an Inclusive Team That Attracts Strong Talent

A Career Resource from Work Central AB

Building a Diverse, Inclusive Workplace

Central Alberta's workforce is increasingly diverse, shaped by newcomers, Indigenous communities, and a broad range of backgrounds and life experiences. This guide covers practical steps employers can take to build genuinely inclusive workplaces that attract and retain strong talent.

1. Why Diversity and Inclusion Matter

- A wider, more inclusive talent pool helps address labour shortages in high-demand regional sectors.
- Diverse teams bring a broader range of perspectives, which can improve problem-solving and decision-making.
- Inclusive workplaces tend to see stronger employee engagement and retention, reducing costly turnover.

2. Building Inclusive Hiring Practices

- Write job postings that focus on core, genuinely required qualifications rather than an overly broad wish list that can discourage qualified but non-traditional candidates.
- Use structured, consistent interview questions to reduce the influence of unconscious bias.
- Be open to candidates with international credentials or experience - see our Credential Recognition guide for how this process works for regulated occupations.
- Ensure job postings and interview processes are accessible to candidates with disabilities.

3. Supporting Newcomer and Internationally Trained Employees

- Recognize that international experience and credentials, even where formal recognition is pending, often reflect genuine skill and expertise.
- Offer flexibility and support during initial settlement, particularly for employees new to Canada (see our Newcomer Resources section for services you can point employees toward).
- Provide clear, plain-language communication about workplace expectations and Canadian workplace norms, without assuming prior familiarity.
- For additional guidance on inclusive hiring and supporting newcomer talent, explore the RDLIP Employer Toolkit.
- Connect with Care for Newcomers' Workplace Know-How for practical resources on newcomer integration in the workplace.

4. Fostering an Inclusive Culture Day to Day

Practical Steps

- Provide diversity and inclusion training for managers and staff, focused on practical workplace behaviours rather than abstract concepts.
- Establish clear, accessible channels for employees to raise concerns about discrimination or harassment.
- Celebrate cultural diversity within your team through inclusive events and recognition of different cultural observances.
- Regularly review promotion and advancement patterns to check whether opportunities are being distributed equitably.

5. Measuring Progress

Track basic metrics over time - applicant diversity, retention rates across different employee groups, and employee feedback through surveys - to understand whether your inclusion efforts are translating into real outcomes, not just good intentions.

6. Frequently Asked Questions

Common Questions

Where should a small employer start? Begin with inclusive job postings and structured interviews - these are low-cost changes with meaningful impact before investing in broader programs.

How do we support employees with limited English proficiency? Pair clear, plain-language documentation with patience during onboarding, and consider connecting employees with English language programs (see our Newcomer Resources section).

Is diversity training worth the investment? Training focused on practical, specific workplace behaviours tends to be more effective than generic awareness sessions alone.

Workplace Diversity Checklist

- ✓ Reviewed job postings and interview processes for inclusive language and structure
- ✓ Provided diversity and inclusion training for managers
- ✓ Established clear channels for raising workplace concerns
- ✓ Supported newcomer and internationally trained employees with settlement resources
- ✓ Explored the RDLIP Employer Toolkit and Care for Newcomers' Workplace Know-How
- ✓ Set up basic metrics to track diversity and inclusion progress over time

Build Your Team With Work Central AB

See our Newcomer Resources and Credential Recognition guides for more on supporting a diverse workforce. Visit [**workcentralab.ca/employers**](https://workcentralab.ca/employers).