

## **Supporting Client Workplace Diversity Policy**

Talent Focus believes in the development of inclusive workplaces for all sectors of the community, which we define as a mix of gender, ethnicity, disability levels and age. We support our clients in this and we understand the significant role that recruitment agencies can play.

Within the context of current best practice recruitment processes, we believe that recruitment agencies can assist companies improve recruitment diversity outcomes in the following ways:

- Build a partnership with the Client to fully understand the company culture and ensure we have a strong understanding of the company's ongoing strategic objective in regard to gender diversity and inclusion. This will assist in the identification and assessment of talent and the development of role requirements in the context of such plans;
- Comprehensive briefing aids clarity about the role and the essential and desirable attributes of the candidate, which can result in consideration of a broader pool of candidates. May require an experienced consultant who can support the line managers in developing role requirements in the light of up to date market intelligence about the quality, range and number of potentially viable candidates;
- If required, support during the interview process including recommended interview questions;
- Potentially include qualitative as well as quantitative performance metrics – including around proven commitment to gender/ethnic diversity rather than just a transactional relationship.

## **Talent Focus Proven Commitment to Diversity**

We believe this is demonstrated by:

- Our own workplace policies: Talent Focus' record shows that we employ a healthy mix of gender, age and ethnicity in both senior and junior roles including flexible and home office arrangements;
- The maturity and experience of our consultants to build a partnership with our clients in understanding their culture and commitment to diversity, rather than having just a transactional relationship; also, we are experienced in role profiling for skills, competencies and attributes;
- Evidence from shortlists and successful placement across recent years which almost always include a mix of gender, race and age, at all levels of vacancy. If required we are able to track diversity metrics:
  - o Across our long and short lists
  - o By placement
  - o Success rate of candidates appointed by clients over recent years from our recommended short lists (still in or been promoted from the role they were appointed to after appointment);

- We have a gender diversity policy in respect of their own staff and in relation to their work with clients;
- Our Consultants are trained in eliminating bias;
- Storage of candidate information: Talent Focus adheres to strict equal opportunity and anti-discrimination policies and, as a result of our positive record of short list and placement diversity during recent years, we do not currently store diversity related information on our database. However, if required to do so in order to assist a diversity project, we could discuss this requirement with Clients;
- Written materials and media representation including job descriptions and candidate information, advertisements, website, social media postings: we use inclusive and non-biased language and imagery.

---

---

**Street Address:**  
Nexus Building  
1.16 / 4 Columbia Court  
Baulkham Hills NSW 2153

**Postal Address:**  
PO Box 7279  
Baulkham Hills  
NSW 2153

**Phone:** 02 9421 5900  
**Fax:** 02 9421 5999  
**Email:** [info@talentfocus.com.au](mailto:info@talentfocus.com.au)

**[talentfocus.com.au](http://talentfocus.com.au)**

Technical Focus Pty Ltd t/as Talent Focus ABN 67 159 603 282 ACN 159 603 282