



## 10 Tips for Attracting & Retaining Diverse Employees

1. Share job postings broadly. Ask the NSBA for suggestions.
2. Use inclusive language in the job description, ex. “they” instead of “he” or “she”. The NSBA has a list of free online tools to help.
3. When promoting the job, use a diversity statement, ex. *“We respect diversity; candidates from all backgrounds are welcome to apply, including those with international experience.”*
4. Be open and honest about your workplace culture and expectations.
5. Give employees time off for their most important cultural holidays, which may not be Christian-based holidays.
6. Meet one-on-one with employees on a monthly or quarterly basis.
7. Set boundaries on appropriate and inappropriate language in your workplace.
8. Provide coaching and mentoring to diverse employees; this may include helping them navigate local culture.
9. Offer learning opportunities about diversity and inclusion, including intercultural communication; include employees at all levels. The NSBA can help.
10. Be kind as well as direct when speaking with diverse employees. Most people appreciate clear communication, especially if you show you care about them succeeding with your company.