

Demand Led: Information

	Project	Dates	Jobs available	Start date
Purpose:	Exploring the full range of opportunity the project may present for the community	Ensuring that pathways are timed to meet employer need	Identifying the actual positions to design pathways around	Defining a target date to build the pathways around
Key questions	What is the nature of the project?	What are the key project dates?	Are there groups of similar positions to be hired at the same time?	What is the maximum amount of lead time to build the pathway?
	How many total employees work on the project?	Is there a possibility for pathways that start at different times?		Is there more than one date? How many people will be hired at each juncture
	What are the range and scope of positions?			
	What is the potential for promotion?			
Outcomes	A shared determination that this is the right project			An agreement on the pathway being designed and associated timelines

about the actual jobs

Current recruitment processes	Decision making processes	Prerequisite qualifications	Skill Requirements	"Fit" requirements
Identifying the assumptions that the employer hold and barriers to equity hiring	Understanding/influencing how hiring decisions will be made	Identifying certifications required	Identifying the actual skills and experience needed for the job	Identifying the things that are important to the employer about a candidate - surfacing assumptions and barriers for equity deserving
What language is used for recruitment?	Who is the actual decision maker?	Are there union membership requirements?	What will be the day to day work of the successful candidates?	What is the organizational culture?
Where/how do people find out about available jobs?	What are decisions based on?	Are there legal requirements for certification?	What do they need to know/be able to do in order to perform the job well?	What are the underlying assumptions about the people who work in this field/for this employer?
Is the employer willing to analyze recruitment processes for unintended barriers?	Are algorithms or other screening tools used for selection?	What is the potential/expectation for in house training?		Is the employer open to/able exploring underlying assumptions and making changes?
	What are the policies that guide decision making?			
Employer agreement to community recruitment approach	Shared understanding of how the decision making will work (adapting where appropriate/possible)	Shared understanding of what are core requirements, what can be adapted to make local hiring work		