

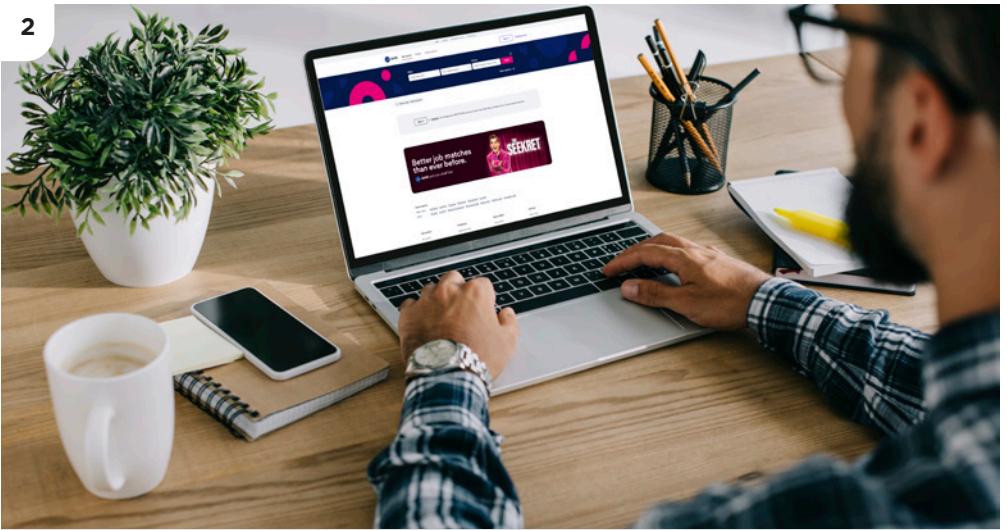


Teletrac
Navman



**ALLDRIVE
TOOLKIT**

**INCLUSIVE
RECRUITMENT
GUIDE**



Inclusive recruitment practices

This is a practical guide to making your company's job advertisements and recruiting practices appeal to a diverse pool of applicants. With conservative estimates putting the 2024 truck driver shortage at 26,000, road freight businesses need to cast a wide net.

This booklet is designed to help ensure that all candidates, whether neurodiverse, a recent school leaver, female, or other ethnic or multicultural group, feel comfortable applying for roles in the road transport industry. This guide is focused on truck drivers, but can be applied to all road transport roles.

Inclusive job advertisement tips

Job descriptions play a vital role in setting the tone for inclusivity.

- Use inclusive, gender-neutral language. Avoid words such as guys, blokes, female, strong, super-star, fit, as these can discourage certain kinds of applicants.
- Avoid gender-coded words, like “competitive”, “driven” and “dominate”.
- Avoid language that excludes older candidates like “young” or “fresh”.
- Avoid using unnecessary industry language and jargon which may confuse or exclude some readers.
- Limit the job requirements to “must-haves” – i.e. don’t list too many essential skills. Studies show this can discourage applicants from applying.
- Format your job ad in an accessible way. Use clear and concise sentences, bullet points, and headings to organise information.
- Call out any inclusive benefits like additional leave, flexible working, split shifts, extra sick leave, parental leave or free parking.
- Reference the salary range for transparency.
- Balance “requirements” of the company with “benefits”. e.g. *At [company X], we recognise that healthy employees are happy employees! We offer free fresh fruit and snacks in the break room to help you refuel and recharge with your co-workers.*
- Present an inclusive picture in relation to training. For example, spell out that training will be provided to them at the cost of the company (if that is the case).
- Mention potential career pathways beyond the job advertised.

For more information, visit
[5 must-do’s for writing inclusive job descriptions](#)
 or scan the QR code.





The interview process

Diverse hiring starts with diverse interview panels. Noting that individuals typically hire people like themselves, a few key practices can help overcome this bias and prepare interview panels for success.

These include:

- Offering interview training to non-HR employees so they can be a part of the interview process and demonstrate the company's commitment to diversity to potential recruits.
- Offering flexibility in interview scheduling which shows respect for the needs of candidates. This can include offering online interviews where appropriate and providing quiet and comfortable interview spaces.
- Sending questions to applicants ahead of the interview to facilitate a structured, focused and fair decision making process. This also helps reduce anxiety for applicants and ensures a level playing field for candidates regardless of interview experience.



- Holding a post-interview debrief and encouraging panel members to provide feedback within 48 hours post the interview ensures a more accurate and timely assessment of candidates.
- Evaluating candidate's hard and soft skills as well as how their values, beliefs and experiences might impact your company.

For tips on creating more diverse interview panels, [click here](#) or scan the QR code.



[Click here](#) or scan the QR code for 9 Tips on Inclusive Interviewing.

Note, the Australian Government also has a range of agreements with state or territory governments and regional authorities to source skilled overseas professionals from select occupational groups through the Designated Area Migration Agreement (DAMA) initiative. More information can be found [here](#).



Example job template

Drive your future with us:

- [Class [LR, MR, HR etc] Drivers Required – [Sydney, Brisbane, Melbourne]
- [Road Transport], [Manufacturing, Transport & Logistics]
- [Part time, Full time]
- [\$x - \$x per hour]

About us:

We are a transport company based in the [Sydney, Brisbane, Melbourne etc] region and are looking for a class (LR, MR, HR etc) truck driver. The role is [part time, full time, shift work, flexible] and is [fixed term, permanent]. The role is [x] to [x] hours per week. With [x] shifts which typically run from [x] to [x].

We are committed to creating a diverse environment and are proud to be an equal opportunity employer. All applicants will receive consideration for employment without regard to age, disability, race, sex, intersex status, gender identity and sexual orientation.

To be successful in the role, you will:

[Be a new truck driver, have some experience, or have [x] years relevant experience]. [For the right candidate we are willing to provide training]. You are required to hold a clean class [LR, MR, HR etc] truck licence.

Key responsibilities include (add or delete as required):

- Operating and maintaining the vehicles in a safe and professional manner, obeying all road safety rules, loading and unloading cargo or product (will there be assistance?), ensuring loads are safely and adequately secured, maintaining documentation including logs, timesheets, work diaries, records of any safety incidents and pre-start checks.
- Maintain a clean driving license
- Carry out daily vehicle checks
- Ensure the truck is loaded and unloaded appropriately [there will be assistance at each end you only need to supervise this]
- Record material loaded and unloaded correctly
- Maintain a work diary correctly and in a timely manner
- Follow transport regulations and permit requirements
- Follow Workplace Health and Safety requirements to keep everyone safe

In return we will

- Provide you with training opportunities to build relevant skills and help progress your career in the industry
- Provide appropriate remuneration for working overtime and weekends
- Offer you a safe and inclusive work environment
- Provide information on all employee assistance and support that is available
- Provide you with an awesome career

**Drive your career forward
with us today!**



[Click here](#)
or scan the QR code
to download the job
template above.

**For more information
on the ATA InRoads
Diversity & Inclusion
program, scan the
QR code below.**



The ATA InRoads Diversity & Inclusion program is part of the ATA's Workforce initiative. For more information visit new.truck.net.au/inroads-workforce

INROADS DIVERSITY AND INCLUSION PROGRAM

