

Hiring Barriers Self-Assessment Tool

Toolkit 1, Chapter 1 Downloadable Tool CIIS Employer HR Resources



Purpose: Help employers identify common barriers in recruitment and prioritize practical improvements.

How to use: Complete the sections that apply to your hiring process. Use the notes and action fields to document decisions, gaps, and next steps. Designed for HR, hiring managers, or leadership teams.

Organization and Role Information

Organization / Department	
Role or Hiring Process Reviewed	
Reviewer(s)	
Date	

Barrier Review

Area to Review	Not in Place	Partially in Place	Consistently in Place
Hiring criteria are clearly defined before recruitment begins.	☐	☐	☐
Job requirements avoid unnecessary Canadian experience expectations.	☐	☐	☐
International credentials and experience are assessed using a consistent method.	☐	☐	☐
Resume screening focuses on skills and role alignment rather than familiarity.	☐	☐	☐
Hiring managers use structured interview questions and scoring tools.	☐	☐	☐
Final decisions are documented and connected to job requirements.	☐	☐	☐
Recruitment outcomes are reviewed to identify barriers or patterns.	☐	☐	☐

Risk Indicators

Item	Yes	No	Notes
Candidates are often screened out because their experience is unfamiliar.	☐	☐	
Hiring decisions rely heavily on "fit" or instinct.	☐	☐	
Interview questions vary significantly by candidate.	☐	☐	
Diverse candidates are applying but not advancing through the process.	☐	☐	
Managers lack tools for evaluating transferable or international experience.	☐	☐	

Improvement Plan

Top Barrier Identified	
Immediate Action Required	
Person Responsible	
Timeline	
Follow-Up Date	