

Inclusive Communication Strategies

For A Multilingual Workforce



Recruiting:

- Translate recruitment marketing tools like job postings, website careers pages, job applications (we can also translate the filled-out forms back into English if needed).
- For quick conversations, short interviews, and follow-up calls, use phone or video remote (for ASL) interpreting.
- For longer conversations, multiple interviews, and recruitment events, use on-site interpreting.



Onboarding and Training:

- Share your company culture by translating employee handbooks, orientation and training materials, and benefits materials.
- Train employees efficiently and effectively utilizing on-site interpreters for training sessions.
- Translate safety training materials into languages appropriate for your workforce, provide captions or voice-overs for training videos, and utilize on-site interpreters for live safety training to encourage high standards of safety compliance.



Ongoing Talent Relationships:

- Optimize your workforce by translating announcements, employee engagement program materials, ongoing training materials, and industry-specific phrasebooks.
- Ensure HR confidentiality using third-party interpreters:
 - For quick conversations and small disciplinary conversations, use telephone or video remote (for ASL) interpreting.
 - For important conversations, large team/company meetings, and events, use on-site interpreting.
- Engage your entire team with consulting services for language access planning, cultural competency training, and cross-cultural/inclusive employee engagement programs.
- Increase retention and expand employee development by providing English as a Learning Language (ELL) Classes.