

Recruitment Process Diversity & Inclusion Guide

Planning stage

▶	Does the advert/job description indicate the salary?
▶	Does the advert/job description include your organisation's equality, diversity and inclusion statement?
▶	How accessible is your organisation, e.g. website, building, etc. Share this information with Prospectus and mention on your job description.
▶	Does the advert/job description highlight the benefits for working at our organisation? (e.g. learning and development budget, flexible working etc.)
▶	Have you considered whether the role is open for job -share – is this indicated?
▶	Does the advert/job description include a note for any particular underrepresented groups to reach out directly to an email address (Prospectus or designated internal point of contact) provided?
▶	Do you have any internal committees to support underrepresented groups that you could tell candidates about?
▶	Do you have current diversity statistics you can share? This can include an acknowledgement of what needs to change.
▶	Does the advert/job description avoid words that might discourage women, people of colour, and other members of underrepresented groups from applying? You can check this using a language decoder online, or ask Prospectus for support.
▶	What is essential to the job and what is desirable (but could be realistically gained through experience, training or further qualifications in the role)? Consider only mentioning essential criteria.
▶	Have you checked all essential requirements are in fact essential and removed non-essential requirements? (e.g. degree, years or specific sector only experience, etc)

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Have you considered whether the job evolved or changed since you last recruited? Has the job description been reviewed and revised to reflect current and future expectations for the position rather than attributes of the previous or existing post-holder?

What do candidates need to send in order to apply? If you need a supporting statement in addition to a CV be clear on what candidates need to highlight in it (motivation, key relevant achievements). Consider asking for applicants to answer 3 questions in addition to a CV rather than a statement to enable you to fairly compare key essential information before looking at CV's.

Advertising stage

Has the job been posted in places where applicants from underrepresented groups will be able to easily view or access it?

- Facebook groups
- LinkedIn
- Other social media platforms
- Forums
- Inclusive/Diversity job boards/networks

Have you encouraged the team and board members to share the job description with underrepresented groups in their network?

Have you avoided using *only* referrals from existing team members?

Have you ensured that people from diverse groups are featured on the website, publications, and social media?

Has the equal opportunities monitoring form been posted with the job description, or with your application form?

Screening, interview and selection stage

Is there a plan to ensure that all applications are evaluated fairly, such as using blind review and a shortlisting matrix based on the essential criteria? Please ask Prospectus support in creating a matrix if needed.

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➤	Have you asked all candidates about any reasonable adjustments that may have to be made to the interview process?
➤	Have you considered whether you can re-arrange an interview if the candidate cannot make the date set?
➤	Does the recruiting team/interview panel have diverse representation to avoid unconscious bias?
➤	Have the recruiting team been instructed to avoid judging applicants based on their names, addresses, or other factors unrelated to skill or performance? Please request Prospectus' unconscious biases one-pager. Could you remove these details from the candidate applications?
➤	Have the recruiting team committed to a set of structured interview questions?
➤	Have you allowed time for the candidates to ask you questions as part of the interview?
➤	Has the recruiting team agreed to evaluate candidates using the same criteria (reflecting the criteria in the person specification on the job description)?

Action items for diversity and inclusion after the recruiting period

➤	Is there a plan to evaluate the success of the recruitment processes in attracting diverse candidates? (e.g. using data from the equal opportunities monitoring form)
➤	Is there a plan to evaluate your assessment practices?
➤	Have you asked for feedback from rejected and accepted candidates from interview stage on the recruitment process?
➤	Have you reflected on what could be improved in future searches?
➤	Have you reflected on what worked and what should be repeated for future searches?