**Checklist for Chair of Recruitment & Selection Panel**

**School of Mathematical, Physical, and Computational Sciences**

The University of Reading seeks to be a progressive employer. We understand that effective diversity policies are linked to enhanced individual satisfaction, higher institutional performance, and increased innovation and creativity1. We also acknowledge that each of us holds implicit biases that can unconsciously influence decision making2, which can have detrimental effects on equality and inclusivity. The following checklist contains basic measures we have put in place to encourage diverse applications and reduce the influence of implicit biases in shortlisting and interviews, to enable selection of the best person for the position.

[ ]  Top of Form

All of the panel members have read the University of Reading recruitment guidance at <http://www.reading.ac.uk/internal/humanresources/Recruitment/humres-recruitment.aspx>

Bottom of Form

[ ]  Preferably all, but at least 2 members (the Chair + one other) of the appointment panel has received appropriate training in both ‘Selection and Recruitment’ (which incorporates unconscious bias) and the ‘Unconscious Bias in Decision Making’ training courses

[ ]  The appointment panel has a diversity mix (e.g gender/race/age etc), where possible

[ ]  The job description and person specification are free from gender, age, and other biases. They do not include language that would discourage some people3 from applying and that may also create a stereotypical picture in the mind of the selectors (e.g. replacing words focussing on competitiveness with ones denoting enthusiasm and commitment have been shown to significantly raise the number of women applicants4)

[ ]  A minimum of 2 people were involved in the short-listing process and this was done against the criteria set out in the person specification. Prior to reviewing the applications, the Chair and panel members agreed the key shortlisting criteria and ranked/prioritised the importance of these criteria

[ ]  All interview candidates have been asked in advance to advise if they require any “Reasonable adjustments” in relation to the interview process (see footnote examples5) to ensure fair treatment

[ ]  The panel members have considered the candidates’ performance during the selection process to reach a decision:

* systematically using a common rating system based on the pre-determined selection criteria (which do not include any bias) without making assumptions
* relying on answers and evidence given/behaviour demonstrated during the interview
* keeping all the information in context

Please provide the names of the recruitment panel, sign and date the form, and then return it to the SMPCS school office.

All E&D recruitment forms will be compiled for equality monitoring, including for use as evidence in Athena SWAN gender equality award applications.

Recruitment panel names:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | First name | Last name |  | First name | Last name |
| 1 |  |  | 7 |  |  |
| 2 |  |  | 8 |  |  |
| 3 |  |  | 9 |  |  |
| 4 |  |  | 10 |  |  |
| 5 |  |  | 11 |  |  |
| 6 |  |  | 12 |  |  |

Signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (Panel Chair or Recruitment Manager)

Print name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1Jones, A., 2006. Rising to the challenge of diversity: A discussion of the business case, The Work Foundation.

2Banaji M.R. and Greenwald A.G., 2013. Blindspot: hidden biases of good people. Delacorte Press.

3Gaucher, D., Friesen, J., & Kay, A. C., 2011. Evidence that gendered wording in job advertisements exists and sustains gender inequality. *Journal of personality and social psychology*, *101*(1), 109.

4Desvaux G., Devillard-Hoellinger S., and Meaney M.C., Sept 2008. A Business Case for Women. The McKinsey Quarterly.

5The following represent some examples of reasonable adjustments at recruitment interviews. Please ask an HR partner or Head of Department/school for assistance regarding adjustments.

* Ensuring the interview room is accessible to applicants with mobility issues
* Providing a quiet room for hearing-impaired applicant
* Adjust timing of interview for applicant who has to take medication at a particular time of day
* Provide Skype interviews for candidates who may not be able to attend due to disability or caring commitments, to avoid having to reschedule if this is not possible.