EDI CHECKLIST FOR RECRUITMENT

This checklist was created to help you to think about equality, diversity, inclusion, and accessibility in any entrepreneurship related recruitment and hiring practice. However, this is not an exhaustive list and is meant to provide small actionable steps you can incorporate today. While we all want to provide the best experience for every participant, we recognise that some elements are harder to control or carry out and may require more time and effort. The key is to keep moving forward, incorporating as many suggestions as possible, and working towards more equitable and accessible recruitment practices. The University has comprehensive recruitment guidelines with a focus on EDI.

JOB SPECIFICATION AND ADVERT

- ○ Design your job description with clear and complete guidance. Make sure it includes criteria for selection, salary bands, application deadline etc
- ○ Look carefully at the imagery associated with the advert. Make sure that the graphics, videos and images used on the advert showcase a wide range of people
- ○ Write your advert thoughtfully by using neutral and professional branding. Have you explained the role well? Is the "essential criteria" actually essential? Is the language inclusive? (you can check for gender bias with a Gender Checker). If flexible working is an option, state it explicitly. Include full salary and benefits details (not just "competitive")
- ○ Advertise the role widely. Make sure you are not just advertising in the usual places, amongst the usual suspects. Reach out to contacts, post in sector groups on Facebook and LinkedIn, and identify ways to ensure underrepresented groups will see the advert.
  Use specialist recruiters or websites if appropriate (e.g. 9-2-3 jobs, VERCIDA Jobs, 2to3days, Timewise, Women Returners, Remploy)
- ○ Choose your panel carefully. Ensure you have a diversity of gender, racial background, and job descriptions for the panel. Make sure each member understands their responsibility as a panel member and has undergone unconscious bias training. At Oxford University the panel chair is required to have completed Recruitment and Selection training
  (advisable for all members)
- ○ If possible, blind screen any applications. Removing names, pronouns and dates of education & experience can help to avoid potential bias. (Check out: GapJumpers, Blendoor)

INTERVIEW PROCESS

- ○ During the interview process, ensure all applicants are treated equally – same questions, same panel, same scoring system, same amount of time. Be aware of affinity bias (preference for people "like me")

POST INTERVIEW

- ○ If you are collecting and storing the candidate's data, keep proper records of it and ensure it is confidential
- ○ After you have selected the candidate, make sure that you collect references and do right to work checks

FURTHER RESOURCES

Do note that all the resources and links provided in this document are not directly recommended by us. These are just suggestions to get you started, use these tools at your own discretion.

E&D at Oxford | Equality and Diversity Unit

Managers toolkit for supporting disabled staff | Equality and Diversity Unit (ox.ac.uk)

Recruitment | HR Support (ox.ac.uk)

Equality, Diversity and Inclusion | Department of Materials (ox.ac.uk)

EDI Toolkit | Enterprising Oxford

Equality, Diversity & Inclusion (EDI) — University of Oxford, Medical Sciences Division

Where is my Equality Diversity and Inclusion (EDI) data held and can I update it? — Nuffield Department of Primary Care Health Sciences, University of Oxford

EDI Support and Guidance — Working for NDM (ox.ac.uk)

Equality and diversity in recruitment and selection | Human Resources | University of Bristol

Inclusive Recruitment Guide | University of St Andrews (st-andrews.ac.uk)

IDEA
Increasing Diversity in Enterprising Activities

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