



Keele University

## **EQUALITY & DIVERSITY: A GUIDE TO BEST PRACTICE IN RECRUITMENT**

The University of Keele is committed to promoting equality of opportunity and values the diversity of culture among our community of staff and students. Ensuring best practice in our staff recruitment processes is essential to this commitment.

We will seek to ensure that all job applicants and staff are treated fairly, with respect and without bias. No applicant or member of staff will be treated less favourably than another because of her or his age, disability, ethnic origin, gender, gender identity, sexual orientation, marital status, caring or parental responsibilities, racial group, religious or philosophical beliefs.

### **Advertising**

The University of Keele will advertise posts outlining the relevant skills, qualifications, knowledge and experience necessary for the job in order to attract the best applicants.

Careful consideration must be given to the wording used in job adverts, job descriptions and person specifications to ensure that they are not written in a way that stereotypes or encourages people to believe that the position is only suitable for certain groups of people.

The recruitment team will ensure all published job advertisements, job descriptions and person specifications comply with current equality legislation. Consideration should also be given to which media is used for advertising in order to ensure that applications from some sections of the community are not excluded or limited.

### **Selection**

At Keele, completion of the recruitment and selection training is mandatory before anyone may be directly involved in the selection process including long and short listing, interviews and assessments. Following attendance at the initial workshops, which give an overview of current equality and diversity requirements, staff who are still directly involved in the recruitment and selection of staff must attend a short refresher session every two years, which ensures that they are all aware of changes in legislation and practice.

Long and short-listing should be fair and consistent, comparing applications against the objective criteria set out in the job description and person specification. Records of decisions must be made and retained. The short-list of job applicants must, from the evidence available, appear to have the necessary skills and abilities in relation to criteria stipulated in the job description and person specification.

Human Resources will monitor job applications, short-listing and appointment decisions, for both permanent and temporary positions, with regards to age, ethnic origin, disability, and gender. If monitoring reveals evidence of any form of discrimination, remedial action will be taken to redress it.



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If anyone has any queries with regard to fair and best practice, please contact a member of your Link Human Resources team.