

## THE EQUALITY STANDARD FOR SPORT

### Preliminary Level

#### **Recruitment and selection equity review**

One of the requirements at Preliminary level of the Equity Standard is for applicant organisations to carry out a review of recruitment and selection procedures and practices.

This sample template is intended to assist organisations when carrying out a review of recruitment and selection procedures and practices to ascertain whether they are equitable, and whether changes need to be made. This template is not intended to be prescriptive, but should be used as a guide which can be adapted to fit the particular circumstances of the organisation.

When using this template, organisations are encouraged to think about each stage of the recruitment process and consider

- Current practice: what does the organisation do well at the moment, and what areas are currently not addressed?
- Future action: what changes need to be made to the recruitment policies, procedures and practices to ensure that they are fair, equitable and promote equality of opportunities for all applicants and employees?

For further information on carrying out a review of recruitment and selection procedures and practices, organisations should contact their Equality Standard Advisor (ESA) in the first instance.

**TEMPLATE FOR RECRUITMENT AND SELECTION EQUITY REVIEW**

**Recruitment and selection equity review**

**Organisation:** .....

**Name and role of person/s completing the audit:** .....

**Date:** .....

<b>ADVERTISING</b>	<b>Current practice</b>	<b>Action</b>	<b>Timescale for Action</b>
<p>Is the design of the job advert suitable for all? Indicate any steps taken to ensure this is the case.</p>			
<p>Do you place adverts in circulations that are accessible to all? Are they provided in formats that are accessible to disabled people? Please indicate which circulations are used for the following posts:</p> <p>Administrative</p> <p>Managerial</p> <p>Coaching/tutoring</p> <p>Other (please specify)</p>			

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<p>Is the organisation's commitment to equality clearly stated in job advertisements, if so, in what way?</p>			
<p>Do your advertisements state the policy in relation to the recruitment of ex offenders, or is there a policy covering this?</p>			
<p>Please provide any further relevant details.</p>			
<p><b>APPLICATION INFORMATION</b></p>			
<p>Do you carry out an assessment of the job description and person specification to ensure that the requirements do not discriminate (directly or indirectly) against any section of society?</p>			
<p>Is all material easily accessible to all in respect of format and language? Is the terminology used easily understood by all that may apply? Please state any steps taken</p>			

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to ensure the application information is accessible.			
Is the application form easy to complete by all? Please state any steps taken to ensure this is the case.			
Is the organisation's commitment to equality clearly stated in application information?			
Does your organisation have policies to enable flexible working to take place? Please list examples (e.g. job share/part time, flexible working hours, working from home etc.)			
Does the post information contain details about flexible working practices?			

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Do you guarantee an interview to any sectors of society if they meet the essential requirements? If so, please list which and in what circumstances.			
<b>INTERVIEWS</b>	<b>Current practice</b>	<b>What needs changed?</b>	

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<p>Is relevant equality training provided to those carrying out the shortlisting and interviews?</p>			
<p>Please indicate any regulations/policies in place to ensure there is a representative selection panel.</p>			
<p>Do you have guidelines in place to ensure short listing is equitable? If so, please describe.</p>			
<p>Do you ensure all interviews are held in accessible venues?</p>			
<p>Do you consider the timings of interviews to avoid conflict with any religious festivals?</p>			
<p>Is all material relating to the interview easily accessible to all in respect of format and language? Please state any steps taken to ensure the interview information is accessible.</p>			
<p>Do you ask whether candidates</p>			

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require any special arrangements to be made for their interview?			
Please provide any further relevant details.			
<b>MONITORING AND EVALUATION</b>	<b>Current practice</b>	<b>What needs changed?</b>	
Do you monitor the distribution of applicants and successful candidates in relation to equality? If so, please list data monitored (i.e. what questions are asked?)			
Do you have arrangements in place to monitor equity trends in terms of applicants, and report on this to Board?			
Do you provide feedback to unsuccessful candidates, if so, how?			
Based on your equality monitoring, do you:			
Put in place positive action/support			

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<p>to potential candidates from minority groups?</p> <p>Place adverts in publications relevant to the target groups?</p> <p>Take any other action, if so, please list?</p>			
<p>Please provide any further relevant information.</p>			
<b>INDUCTION AND POLICIES</b>	<b>Current practice</b>	<b>What needs changed?</b>	
<p>Is equality training included in your induction process? Please provide details.</p>			
<p>Do you have policies in place to ensure all staff members are treated fairly in the workplace? Please list.</p>			
<p>Please indicate any processes in place to assess the needs of new staff members.</p>			
<p>Are there any other equality related HR policies or processes that have</p>			

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<p>not been listed as part of this audit? Please specify?</p>			
<p>Does your organisation have any procedures or initiatives in place to support employees with dependents? Please give examples (e.g. childcare vouchers; working arrangements; details of maternity and paternity policies and any steps taken to support parents returning to work.)</p>			
<p>How does your organisation take account of the needs of disabled staff? Is there a reasonable adjustments policy in place?</p>			
<p>Please provide any further relevant details.</p>			