



Inclusion and Diversity within Recruitment

2022 Bodleian Libraries Staff Conference

Amy Hunter, Recruitment Manager
Giselle Lee, Recruitment & Admin Assistant



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Equality Act 2010

- The Equality Act does apply to applicants during the recruitment process and protects them against discrimination in relation to the 9 protected characteristics.

Protected Characteristics

Age, Disability, Gender Reassignment, Marriage and Civil Partnership, Pregnancy and Maternity, Race, Religion or Belief, Sex, and Sexual Orientation

Plan

- Inclusive recruitment documents e.g. advert, job description, job title
- Job qualifications or requirements, why do they need it?
- Apprenticeships
- Offering flexible working where possible
- Consider your recruitment and search strategy
- Mentoring schemes
- Avoid using 'Oxford' terminology
- Think about inclusion as well as diversity
- Encourage your team/new starter(s) to get involved with EDI activities across the University - [h
https://edu.admin.ox.ac.uk/news](https://edu.admin.ox.ac.uk/news)

Attract (1)

- Interview date on advert
- Candidate support and familiarisation
- Where to advertise?
e.g. Daily Info, Indeed, BME Jobs, the Black Young Professionals Network, Evenbreak.
- Advertise opportunities for growth
- Search engine optimisation
- Using social media effectively – LinkedIn, Twitter
- Gender decoding - [Gender Bias Decoder | Totaljobs](#)

Attract (2)

- Including EDI selection criteria, e.g.
 - 1) Commitment to promoting awareness and understanding of equality, diversity and inclusion, and embedding these principles among staff and students.
 - 2) Evidence of inclusive leadership through the promotion and endorsement of equality, diversity and inclusion policies and projects, and the active advancement of equality of opportunity
- The use of clear statements which promote diversity and inclusion
- Strip out the 'nice to haves' and focus on the 'need to haves'
- What can you offer (even if this isn't flexible working), benefits, training?

Recruit

- Shortlisting fairness
- Diversity within the panel and 3 panel members
- Gender split shortlisting
- 'Keeping warm'
- Training - [Recruitment and Selection](#), [Cultural awareness in the workplace](#) and [Implicit bias](#) training every 4 years
- Conflict of interest
- If EDI selection criteria has been used, make sure you use interview questions to prompt these, e.g.
 - Describe the ways you have promoted equality, diversity and inclusion in your current or previous position(s)?
 - Can you describe how you work with people to create or foster inclusivity in the workplace?
- Retention

Benefits

- ✓ Generous pension schemes
- ✓ 38 days' paid annual leave (inclusive bank holidays) & long service leave
 - ... plus, you can buy additional leave
- ✓ Family friendly benefits
 - University childcare services
 - Paid/unpaid family leave schemes
 - Flexible working
- ✓ Salary sacrifice
- ✓ University Club gym, sports facilities, etc
- ✓ Personal and professional development opportunities
- ✓ More can be found from <https://hr.admin.ox.ac.uk/staff-benefits>

Challenges

- Perceptions of Oxford – what are they and how to we tackle them?
- Who are our competitors?
- Salary – we can't always compete, what else can we offer? We can compete on reputation, benefits, generous family leave

What can the Recruitment team do to help?

- Advice and support on a case-by-case basis
- Support on the drafting of advert texts
- Use LinkedIn and let us know to share/comment/like - relevant hashtags, networks
- Monitor statistics
- Support the EDI element on Recruitment Protocol Form
- Update managers with relevant changes
- Keep in touch with EDU across the University
- The use of supporting evidence forms
- Feedback from candidates on recruitment process – successful and unsuccessful



Q & A