

Attraction and application

How your organisation is viewed in the community will have a significant impact on the recruitment of new staff to your organisation. Your public-facing image should represent the diversity that the trust currently celebrates or which it seeks to hold in the future. Adverts, job specifications and application forms are hugely important in helping to ensure you attract the right talent.

You can use easy read formats to ensure your written information is simple and easy to understand. Easy read is often used when engaging with people with learning disabilities, but it can also be used for other groups. You can make your application forms, adverts and specifications easy read by:

- using simple words
- including images to support the text
- making it large print
- using plain fonts
- keeping sentences short.

Positive Action

As an employer, positive action enables you to support an individual who may have faced disadvantage in accessing employment due to a protected characteristic. Positive action is legal under the Equality Act 2010.

You could take positive action in recruitment in activities such as:

- Holding events to attract specific under-represented groups, such as those with learning disabilities.
- Offering an interview in an alternative format for a disabled candidate. For example, instead of a traditional formal interview, you can invite an

The role of bias in recruitment

This bias is known as unconscious or implicit bias. It's important to recognise that we all have an unconscious set of bias. If left unrecognised, bias will inform your decision-making and can negatively affect fair judgement, which should always be applied in recruitment practice.

Here are a handful of tips to get you started on ensuring you mitigate against the impact of bias in your recruitment.

Make it clear who is the first point of contact for any potential applicants. You could establish an 'application buddy' process, where an individual provides additional support to the applicant throughout.

Have open conversations about disability and establish if reasonable adjustments to the recruitment process are needed from the outset. This makes it clear that your organisation values disabled staff and is happy to make any adjustments, such as:

- hearing loops
- accessible software for any computer-based activity
- a wheelchair
- accessible space for all activities
- papers in large print and colour filters
- available access to a computer for any written task, for those who struggle with paper-based activity.

Do not make assumptions and always consider conversations with the individual first and foremost.

Shortlisting

- Anonymise applications to help avoid gender, ethnicity, age or education-based bias.
- Use a scoring system based on the criteria given in the application pack. This will avoid any subjective feelings about candidates being part of the decision making process.
- Establish a diverse interview panel (including disabled staff where possible) to avoid an individual's bias or preference. Try to include a variety of individuals across an assessment of candidates, for example, using a different panel for a group task and for the interview.