Preliminary Level

# Your recruitment practices and policies seek to advance equality

4.1 Review and enhance where necessary, all recruitment practices and policies:

* The review considers how equality can be advanced, including the recruitment of unpaid staff and volunteers
* Adverts should outline the organisations commitment to equality
* Adverts should be distributed to as wide an audience as practically possible
* Job specifications/descriptions and the application process does not exclude any groups from applying
* The selection criteria is clear, relevant and inclusive
* Staff involved in the recruitment process should have received training on equality in recruitment
* Interviews are held at appropriate and accessible locations and times
* Application material includes an equality monitoring form and other relevant equality information
* Recruitment and Selection policy.

## Things to consider

National Governing Bodies should review their Recruitment and Selection Policy to ensure it is compliant and fit for purpose. The Policy should provide guidance for staff at each point of the recruitment process, from agreeing to fund a new position through to appointment. This guidance should be followed for all roles across the business.

Advertising a vacancy can provide a Governing Body with a real opportunity to promote themselves across sport. Trying to attract the best person for the role requires a Governing Body to ‘market’ the position to the right audiences if they want talented individuals to apply. NGBs and SGBs should identify who their equality stakeholders and organisations are across their sport and Home Nation and promote the vacancy through those networks to reach as wide a community as possible.

CV’s and covering letters must be submitted by the applicant on separate pages to an equality monitoring form. Best practice would be to submit this information to separate people within the business. For an online job application there should be a link to another webpage that asks applicants to complete the equality monitoring form. It is crucial that the application and equality monitoring information is separated so that no-one involved in the selection process can be influenced by someone’s equality data.

Governing Bodies should ensure that all staff involved in the interview process have attended equality training prior to being involved on the day.

## Tools to help

Template recruitment and selection policy

## Did you know?

Scottish Target Shooting have redeveloped their Recruitment and Selection policy to ensure that all job opportunities are shared with equality organisations across Scotland to encourage more applications from diverse communities. An equality monitoring form is included in all application packs and this data is collated to assess the effectiveness of promoting the roles to different groups. All staff who are involved in interviews are required to have attended equality training beforehand.