

EDI Process Checklist

Briefing	Ask for benefits package. Flexible working, pension, holidays, maternity, sickness.	
	Encourage flexibility to widen talent pool, helping to increase accessibility for women, carers, parents, those from lower incomes which often includes those from minority groups, disabled people, etc.	
	Will the client consider part time / job share candidates?	
	First run will always have a clear timeline to ensure inclusivity. Set out clear timeline for process – create a schedule for deadline, shortlist, interview and decision Narrow down with the Acid Test: what are the three key areas you are looking for to increase available talent pool?	
	Provide 'EDI best practice for interviews' document when confirming the process to give thinking time ahead of assessments	
Planning	Review JD and person specification <ul style="list-style-type: none"> • Increase inclusivity by removing unnecessary barriers • Take particular note of Education requirements #nongraduateswelcome • Remove sector specific jargon to engage wider talent pool • Ensure benefits information is included 	
	Advert <ul style="list-style-type: none"> • Inclusive language check – run through language checker • Include Charity People's EDI statement on all adverts • Use Plain English and get rid of jargon • Avoid long lists of bullet points with exclusive specifications • Specialist job boards where relevant • Consider tone: are you welcoming and warm? 	
EDI Monitoring	Have you included an EDI survey monkey link in your candidate communication? This should be included every time you send a copy of the role description, person spec and as part of application process for candidates	
	Use all available search functions to reach a wide talent pool <ul style="list-style-type: none"> • Vincere • Advert • LinkedIn • Any relevant groups/communities/networks • Specialist job boards where relevant 	

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<p>CP Assessment</p>	<p>How are you assessing candidates?</p> <ul style="list-style-type: none"> • Consider three key questions rather than supporting statement • Have you encouraged clients to use written/audio/video? • During CP assessments, create a short framework of questions you will use to assess each candidate. Steer away from chats/informal conversations without any assessment criteria. • Record notes of the assessment to refer back to. • Unconscious bias check: are you gravitating towards candidates you have a personal rapport with? 	
<p>Submission</p>	<p>Anonymise applications</p>	
	<p>Provide clients with 'EDI best practice for interviews' document along with applications</p>	
<p>Interview</p>	<p>Do candidates need any reasonable adjustments for in-person or virtual interviews?</p>	
	<p>Prepare candidates fully on what to expect:</p> <ul style="list-style-type: none"> • Formality • Interview panel • Dress code • Length • Any task to prepare • Question style (competency?) • Provide prep material 	
	<p>Encourage clients to give interview questions or subject prompts to prepare in advance (best practice for EDI around neurodiversity and some mental health issues)</p>	
	<p>Challenge clients on unnecessary testing (e.g. presentations where the role does not involve presenting. Instead suggest talking through thoughts, or preparing a plan to discuss)</p>	
<p>Feedback</p>	<p>3/3 feedback format:</p> <ul style="list-style-type: none"> • 3 strengths or questions the candidate answered especially well • 3 areas or questions for improvement for future interviews 	