1. Analyse need

Appointment Identified
(from strategic plan or budget)

For direct appointments, please refer to the recruitment policy (pg.4)

Draft the Position Description

No

Informed the Centre Directorate and IDEA Officer?

Yes

Research or Professional position?

Research

PD is developed by the hiring manager, in consultation with the relevant Theme Co-Leader(s)

Professional

PD is developed by the hiring manager and Chief Operations Officer

Asked for feedback from IDEA Officer ?

2. Attract

Advertising

Hiring managers are to follow the internal procedures involving advertising within their own University

Special measures/ Identified recruitment required?

Unsure

If you're unsure, refer to the Recruitment Policy - General and Identified Recruitment (pg. 3)

Yes/No

Job advert to be created by internal recruitment team within University

Has the standard TMOS wording been used?

Unsure

If you're unsure on standard wording, refer to the Recruitment Procedure - Advertising (pg. 3)

Asked for feedback from the IDEA Officer?

No

IDEA Officer to review previous steps taken in "Advertising" and suggest any edits

Yes

Can the position be advertised as flexible?

Yes

Suitable positions are to be advertised as being flexible, either part time or full time (with acceptable FTE range stated in the ad), job sharing or other flexible appointment basis (e.g., compressed work week, varied hours around care duties, working from home day(s) etc.

No

Hiring managers work with their DE&I representatives at their employing universities and via the IDEA Officer/ Committee to explore recruitment avenues for under-represented groups

3. Assess and Select

Selection Committee (Panel)

Is the panel diverse? — No/Unsure → The panel members must have diversity of backgrounds and experience, reflect gender balance and include a representative from another node

Yes ↓

Is the recruitment for a research position? — Yes → The panel must include a theme co-leader or their delegate as a member

No →

Has the panel had bias training?

The panel is required to complete the unconscious bias training within the last two years ← No

Module: Unconscious Bias 101 – Symmetra - 2023

Yes ↓

Are multiple roles being advertised at once? — Yes → There should be independence of the panel to prevent a conflict of interest.

No ↓

Candidate Interviews

Longlisting and shortlisting should be done individually by each panel member to avoid group bias

Is the short list gender-balanced? — No → The panel should aim for gender balance when short-listing candidates. If the shortlist gender balance is not achievable (excluding special measures) a report will need to be provided as described in the Data Collection section

Yes ↓

Any conflict of interest between the panel and candidate? — Yes → Conflicted party should remove themselves from discussions where decision making occurs

No ↓

Interviews and ranking of candidates proceeds as per internal university policy.

Making an Offer

Preferred candidate notified on flexible work options? — No → Terms of employment must be confirmed at the time of offer and included in the contract

Yes ↓

Is any further advice or negotiation required? — Yes → Consult the IDEA Officer and/or internal recruitment team within university

No ↓

The hiring manager notifies the Centre Directorate team, Node Theme Leader and IDEA Officer of offer acceptance details

Position filled?

No → Hiring manager notify IDEA Officer to discuss next steps

No → Approach reserve candidates as per internal university policy

Yes → Congrats! Progress to Onboarding