



Fairness, Inclusion
and Respect



Inclusive Recruitment

Lynne Hunt





A little bit about us

Partners leading our work

FIR



www.supplychainschool.co.uk



This is a workshop
which will require
your participation.

Most of all, we
want this session
to bring value to
you all.

HOUSE RULES



- Be present in the room! Cameras and mics on please.



- Get involved in our poll questions



- ‘Raise your hand’ or use the chatbox for questions



- Please participate in our small group discussions and activities:



- Share your feedback at the end

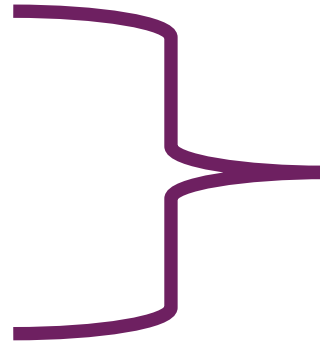


- Slides will be shared

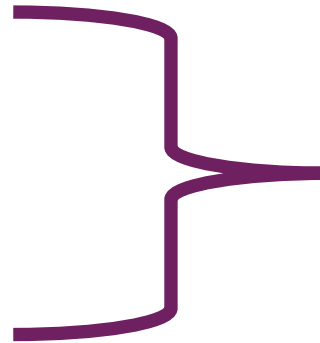


Mentimeter

www.menti.com



Use your computer



Use your phone

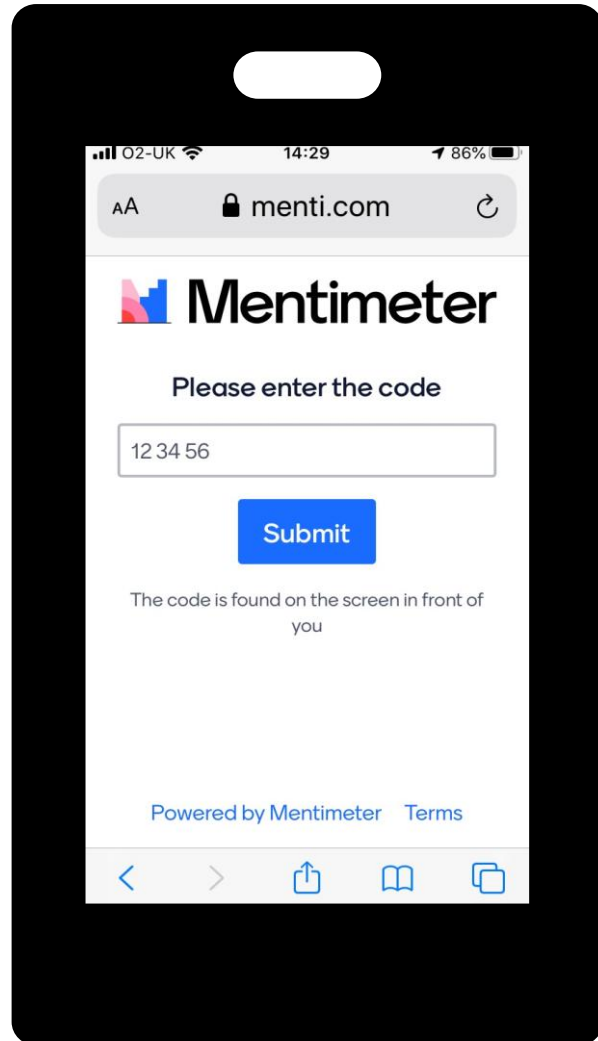


All links will be posted in CHAT



By the end of today's session you will:

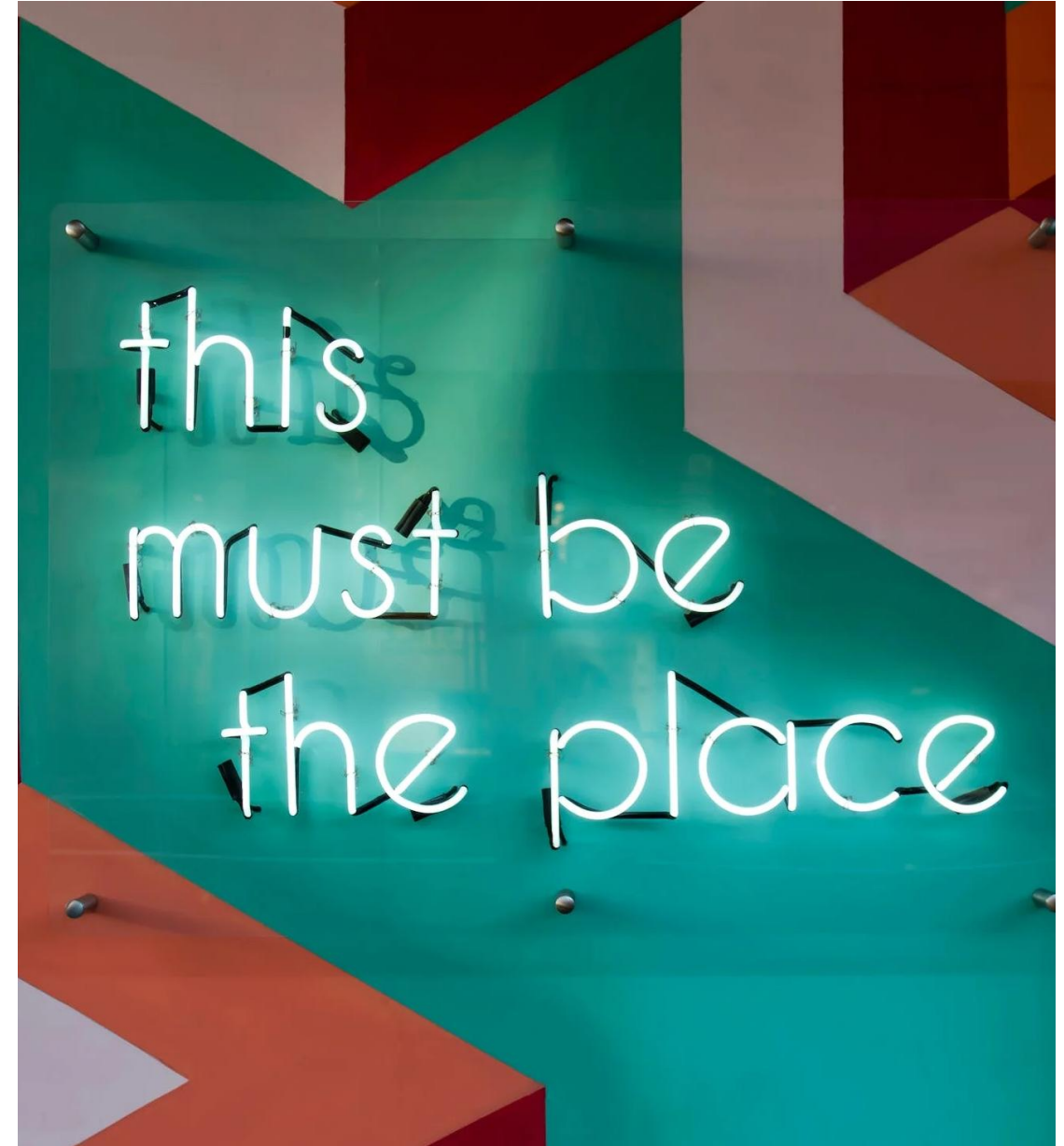
- Understand the filters through which we view and interpret ourselves and others in the context of recruitment and selection
- Explore how attitude, approach, and policy on recruitment and selection can lead to exclusion – and the steps we can take to build in inclusive practices
- See how reasonable adjustments improve inclusion
- Take away practical tips to embed inclusive practice in recruitment and selection



Open Mentimeter

1. Go to www.menti.com in a new browser or tab on your phone or computer.
2. Enter the menti code: **XX XX XX** when you see it on the slide or hear the trainer read it out.
3. Don't disconnect from the session, you will still need to hear the trainer

- Tap into wider recruitment pools
- Benefit from greater diversity
- Minimise discrimination
- Close gender pay gap through focus on capabilities
- Higher ability to attract and retain the best talent
- Reduced employee turnover



Office Administrator:
Person Spec: "Must be physically fit and active"

Reasonable Adjustments

Shame, I'd
have been
perfect for
the role

I can't apply
as I have a
disability that
affects my
mobility -
otherwise I
meet all the
criteria



- Making changes to the workplace
 - providing an accessible car parking space
 - holding a job interview in a room that's accessible
- Changing someone's working arrangements
 - changing someone's working pattern
 - flexible working / working from home / hybrid working
 - reasonable adjustments for absence – including time off for medical appointments
- Finding a different way to do something
 - giving someone different responsibilities or offering another suitable role
 - giving someone more time to do written or reading tests that are part of an interview
- Providing equipment, services or support
 - extra or adapted equipment, such as chairs, computer software and phones
 - emails and documents in an accessible format
 - providing other specialist support, for example a sign language interpreter

Lets split into 3 groups:



To discuss
Reasonable Adjustments

Reasonable Adjustments: Adverts and Job Descriptions FIR

- Include a diversity statement encouraging applications from people with diverse backgrounds, including people with disabilities
- Encourage applicants to request reasonable adjustments if required to assist them through the application and recruitment process
- Don't include any non-essential requirements in the job description
- Adjust essential educational or experience criteria so a disabled or younger person with less qualifications or experience is considered
- Indicate willingness to customise the role for the right candidate – a reasonable adjustment might be job share / flexible or part-time work
- Include name and phone /email details so applicants can get in touch
- Provide in different formats if required e.g. large print / audio

- Offer alternative formats include large print, Braille or audio
- Use language, font, colour and layout that is clear, understandable, accessible – accessible website?
- Ensure process easy to navigate
- Allow candidates to present information in a different way, e.g. recorded verbally
- Consider how people access and complete the application - e.g. online only?
- Not all construction roles require IT skills – offer support or alternatives
- Be flexible with those who can't use / access main application route – avoid online only, for entry level or jobs where literacy not a prerequisite



- Consider gaps in education or employment history that may relate to a disability or other circumstance, e.g. caring responsibility, when shortlisting
- If necessary, adjust essential educational or experience criteria, so a disabled or younger person with lesser qualifications or experience is considered for interview
- Some organisations offer a “guaranteed interview” scheme to disabled applicants who meet minimum selection criteria
- Ask shortlisted applicants if they need any reasonable adjustments when inviting for interview



Reasonable Adjustments: Arranging Interviews and Assessments

- Ask all if they require any reasonable adjustments, and facilitate these including assistive technology
- Provide clear information in advance, in writing: format / timing / what it will entail
- Confirm physical / virtual location is accessible
- Adjust environment – lighting, noise and distractions, layout (lipreading)
- Ensure candidates can access online platforms being used for interview or assessment and, if not, provide an alternative format
- Offer to conduct interview at particular times of day
- Consider alternatives to your standard interview process:
 - Group interviews or Assessment Centres may not be suitable for some people with disabilities to demonstrate their skills
 - A person with anxiety or who is neurodivergent may feel overwhelmed in a group assessment, but perform well in a less formal one-on-one setting



Adjustments: Assessments **FIR**

- Provide alternative formats of assessment papers, for example in audio, Braille or large print versions
- Allow candidates to present their answers using an alternative method, for example verbally rather than in writing
- You may need to allow candidates extra time to complete selection tests, particularly individuals with dyslexia or other learning difficulties
- Ensure language, instructions and tasks are clear for neurodivergent people, people from different countries or cultures, or where English is a second language

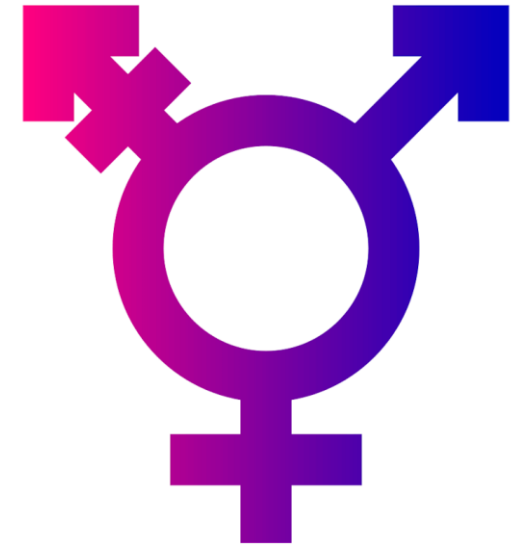
Reasonable Adjustments during Recruitment FIR

- Additional time for the interview or any tasks associated with the recruitment and selection
- An alternative approach to completing any assessment tasks, including online
- Provision of accessibility support, e.g. live captioning, sign language interpreter or support person - access to work funding:
<https://www.gov.uk/access-to-work>
- Offer to dim lights at interview to support people with some neurodiverse conditions
- Avoid narrow educational standards / places of education / compulsory membership of professional bodies
- Be flexible - someone with dyslexia may not write the best reports, but will have a great creative approach to problem solving

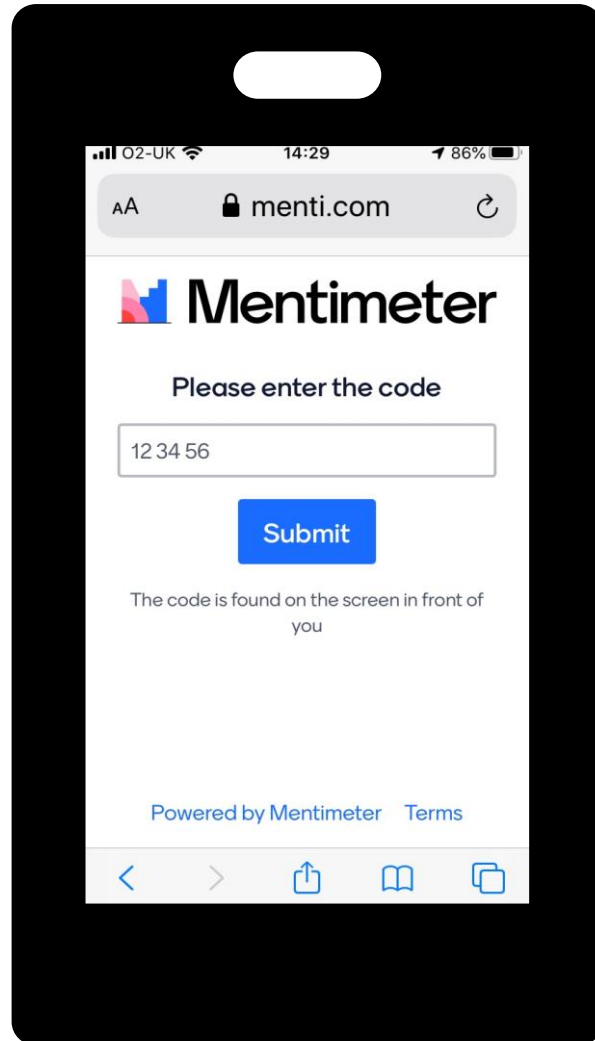
<https://www.equalityhumanrights.com/en/multipage-guide/reasonable-adjustments-practice>

Make your hiring practices more inclusive of transgender and gender non-binary employees.

- Tackle they/them bias through education at all levels
- Make job specs gender neutral as standard
- Show off your inclusivity in your external comms
- Advise staff on e.g LinkedIn to make their pronouns visible
- Asking all applicants for their pronouns promotes fairness by not singling out individuals with non-binary or non-traditional gender identities
- Make it optional for applicants to share pronouns. Offer neutral options like “prefer not to say” for those who may prefer not to disclose
- name/ pronoun blind interviews to tackle unconscious bias
- Avoid gendered language



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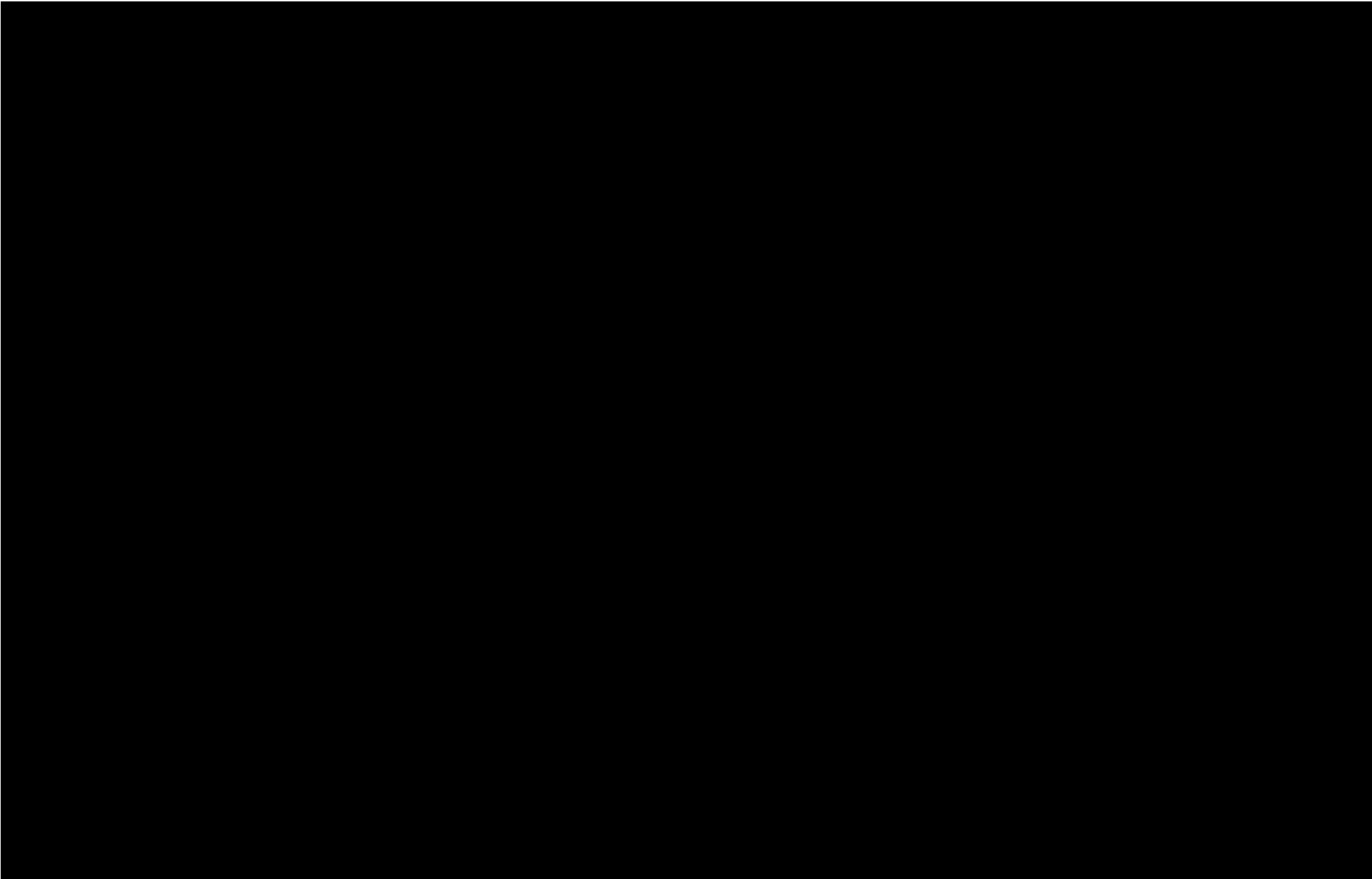
How do you attract diverse talent?
How are you recruiting Inclusively?

Attraction and Talent Sourcing



Diversity Job Sites

- <https://www.diversityjobsite.co.uk>
- <https://www.vercida.com>
- Women on Boards www.womenonboards.net
- Evenbreak (“Helping talented disabled candidates and inclusive employers to find each other”) <https://www.evenbreak.co.uk>
- Proud Employers (“LGBT-inclusive employers”) <https://www.proudemployers.org.uk>
- <https://ridi.org.uk/>



1. We are a top engineering firm dominating the marketplace, boasting many leading clients. We need an up-and-coming leader who is a real go-getter to take our new team forward
2. The successful candidate must have strong knowledge of UK industry practice
3. Experienced Tradesman required. Must be flexible as role involves evening and weekend work

Total Jobs analysed 76,929 job adverts over a six week period:

Most commonly used male-gendered words in UK job descriptions:

1. Lead (70,539 mentions)
2. Analyse (35,339)
3. Competitive (23,079)
4. Active (20,041)
5. Confident (13,841)

Most commonly used female-gendered words in UK job descriptions:

1. Support (83,095)
2. Responsible (64,909)
3. Understanding (29,638)
4. Dependable (16,979)
5. Committed (13,129)

The screenshot shows the Textio interface. On the left, a job post titled 'Customer Service Manager' is displayed. The text of the job post is highlighted with various colors: 'passionate' (yellow), 'competitive' (yellow), 'results-driven' (orange), 'fast-paced' (green), 'work hard' (green), 'our team' (purple), 'expanding' (green), 'forward-thinking' (green), 'phenomenal' (blue), 'proven track record' (orange), 'sense of humor' (yellow), 'driven by' (purple), 'under pressure' (blue), and 'deadlines' (yellow). A tooltip is visible over the phrase 'driven by', suggesting a more inclusive alternative: 'inspired by'. The tooltip text reads: 'A different phrase here would tend to resonate more with women. Instead, you could try: inspired by'. On the right, a 'Textio Score' of 37 is shown, indicating it is 'Below Average'. Below the score, a 'Slightly masculine tone' bar chart is displayed. Further down, a line graph titled 'Appeals to older people' shows the score across age groups (20s, 30s, 40s, 50s, 60s). At the bottom, a list of issues is provided: 'Contains too many questions', 'Sentences are too long', and 'Uses fixed mindset language'. A note at the bottom states: 'Textio is currently comparing your writing to 25,152 recent Customer service job posts in Illinois.'

textio New Import Help Document library Analytics Ben

Customer Service Manager

Job post for a Customer service role in Chicago

Our **passionate** team is hiring a **competitive** and **results-driven** customer service manager. We're a fun, **fast-paced** company, but we always **work hard**. As **our team** is rapidly **expanding**, we are looking for a **forward-thinking** leader. This is a role where you will be more than just a cog in the system. We are looking for someone on leading **phenomenal** customer reps, a **proven track record** who would be a huge plus.

Do you have a great **sense of humor**? Are you **driven by** the ability to set and exceed **results-oriented** goals? Do you do your best **under pressure** with tight **deadlines**? When you see something that's a problem, do you make a change or just complain? If so, this might be the place for you.

Textio Score: 37 (Below Average)

Slightly masculine tone

Appeals to older people

- Contains too many questions
- Sentences are too long
- Uses fixed mindset language

Textio is currently comparing your writing to 25,152 recent Customer service job posts in Illinois.

<https://textio.com/>

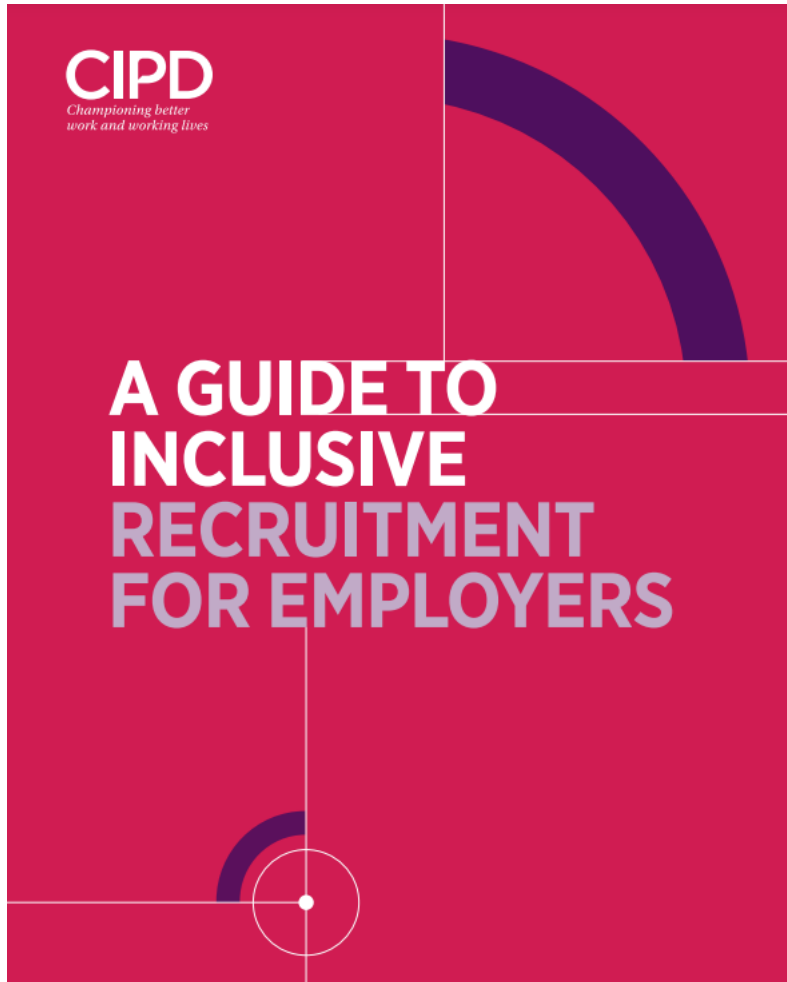
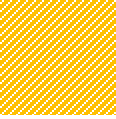
<https://gender-decoder.katmatfield.com/>

- A Yale University study found that male and female scientists, both trained to be objective, were more likely to hire men, and consider them more competent than women, and pay them \$4,000 more per year than women
- 20% of 540 UK female ethnic minority jobseekers altered their name in applications. Almost all who changed their name reported a higher level of call-backs from potential employers. Source Nottx.com
- 71% of UK employers said diversity and inclusion were important to their businesses, but only 28% had taken action to remove bias from their recruitment processes (PWC 2021)

Reducing Bias in Recruitment

A King penguin with a blue body and a yellow-orange crest stands out among a large, dense crowd of brown, fluffy penguin chicks. The penguin is looking towards the right, and its head is slightly tilted. The chicks are all facing different directions, creating a textured, brown background.

- <https://www.hbs.edu/recruiting/insights-and-advice/blog/post/actively-addressing-unconscious-bias-in-recruiting>
- <https://hbr.org/2019/06/how-to-reduce-personal-bias-when-hiring>



<https://www.cipd.org/uk/knowledge/guides/inclusive-employers/>

<https://www.cipd.org/uk/knowledge/guides/inclusive-recruitment-guidance-for-managers/>

https://www.cipd.org/globalassets/media/knowledge/knowledge-hub/guides/2023-pdfs/inclusive-recruitment-employers-guide_tcm18-112787.pdf

Upcoming Training



How to report your diversity data – RICS & the Diversity Survey Webinar

Join our beginner-friendly webinar, held in partnership ...

Tuesday, 8 July 2025, 2:00 PM - 3:00 PM



Becoming a Fairness, Inclusion & Respect Ambassador - Workshop

A 3.5 hour workshop on taking positive action and ...

Wednesday, 9 July 2025, 9:30 AM - 1:00 PM



2025 Inspiring Change Conference & Awards

The Inspiring Change Conference & Awards is dedicated to ...

Tuesday, 15 July 2025, 10:00 AM - 4:00 PM



Diversity Survey 2025: How to Report your Organisation's Diversity Data Webinar

A quick 60 minute webinar to provide an overview of the ...

Thursday, 17 July 2025, 11:00 AM - 12:00 PM



Leading People Inclusively - Webinar

Please note: This session is aimed specifically at ...

Wednesday, 17 September 2025, 9:30 AM - 10:30 AM

Let's stay in touch...



[@fir4us](#)



[Fairness, Inclusion & Respect Programme](#)

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