SCHOOL OF INFORMATICS

Strategy Committee – Wednesday 24 February 2016

Training for members of short-listing and interview panels

This paper seeks to clarify the School’s position in relation to training requirements for members of short-listing and interview panels. It sets out how University policy shall be applied within the School.

There are three online learning modules relevant to staff recruitment:

- Recruitment, selection and the law (one to two hours online)
- e-Diversity in the workplace (one to two hours online)
- Overcoming unconscious bias (15-30 minutes online)

The School’s requirements are:

<table>
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<th>Recruitment, selection and the law</th>
<th>e-Diversity in the workplace</th>
<th>Unconscious bias</th>
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</thead>
<tbody>
<tr>
<td><strong>Panel chair</strong></td>
<td>Essential</td>
<td>Strongly encouraged</td>
<td>Essential</td>
</tr>
<tr>
<td><strong>Internal (UoE) panel members</strong></td>
<td>Strongly encouraged</td>
<td>Strongly encouraged</td>
<td>Essential</td>
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<tr>
<td><strong>External (non-UoE) members</strong></td>
<td>Recommended that similar training be undertaken as provided by own institution/organisation</td>
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Training should have been undertaken within the last two years.

Staff are also encouraged to undertake the one day Recruiting for Excellence course, available face-to-face and bookable through MyEd.

Staff should advise InfHR when they have completed the relevant training.

*Martin J Wright*

Director of Professional Services

22 February 2016