

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:

	<i>Recruitment, selection and the law</i>	<i>e-Diversity in the workplace</i>	<i>Unconscious bias</i>
<i>Panel chair</i>	Essential	Strongly encouraged	Essential
<i>Internal (UoE) panel members</i>	Strongly encouraged	Strongly encouraged	Essential
<i>External (non-UoE) members</i>	Recommended that similar training be undertaken as provided by own institution/organisation		

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