

Mainstreaming equality objectives throughout recruitment and selection procedures

Friday, 6 October 2017, Glasgow (9:30am – 4:00pm)

Course outline

This course examines the key issues that must be incorporated into organisational recruitment and selection procedures to ensure that equality themes are mainstreamed effectively. This is an innovative course that focusses on disability issues, but includes all of the relevant protected characteristics, as well as social class and personal attributes.

Who is the course for?

This course is of particular relevance, not only to human resource officers, but to any staff or Board members involved in the selection and interviewing process.

Course programme

Agenda

- 1 Introductions
- 2 The legal and regulatory framework
- 3 Key issues to take into account when developing organisational policies and practices:
 - pre-interview stage;
 - interview stage;
 - post-interview stage; and
 - performance monitoring
- 4 Assessment of organisational documentation
- 5 Developing policies and procedures in practice
- 6 Course evaluation

Course tutors

The course is delivered by Doctor Stewart Montgomery and John Speirs. Stewart is a member of the CIPD and has worked with a range of organisations to develop comprehensive policies and procedures. John Speirs is the National Development Manager with Glasgow Centre for Inclusive Living Equality Academy that was established with the remit to promote equality objectives into organisational practices, including employment. John has been, in particular, active in developing

employment programmes for disabled people, with all the protected characteristics, within the social rented housing sector, the health sector and the voluntary sector.

General information of course issues covered

Recruitment and selection is a core aspect of organisational governance and this course provides information and guidance that is fundamental to assist organisations to meet law and guidance.

Pre-interview stage

This section will examine the core stages of the process and include assessment of advertising, pre-interview and so on. This will instil awareness of the need to incorporate the protected characteristics into this process and, more importantly, what this means in practice, for instance, assessment of select job adverts and person specifications.

Interview stage

This is a very practical and core aspect of the training programme. This will consider, in particular, disability related themes around reasonable adjustments and appropriate language use.

Post interview stage

Post interview themes will cover reference to an array of issues such as notifications to applicants, induction and links to new staff training on policies and procedures such as organisations' equality and accessibility practices.

Performance monitoring

This section will cover the importance of monitoring in relation to ensuring that there is no discrimination in terms of the protected characteristics, or other grounds covered in organisations' equality policies, namely social class and personal attributes.

Course venue: GCIL Equality Academy, Red Tree Business Suites, Suite 1.16, 33 Dalmarnock Road, Glasgow G40 4LA.

Cost: £175 (refreshments and lunch provided).

For further information on the course, please contact equalityacademy@gcil.org.uk or 0141 375 0464.