

SEX DISCRIMINATION RECRUITMENT AND SELECTION

About the Job

- 1 Please provide details of the terms and conditions of the post of [*insert job title*].
- 2 Please state where, when and by what method the post was advertised.

Policies & Procedures

- 3 Does the Respondent have a recruitment and selection or appointment policy? Please state when this policy was introduced.
- 4 Was the recruitment and selection procedure followed in relation to this particular post? If not, please state the reason why not.
- 5 Have any of the interviewing/shortlisting panel members had any:
 - (i) interview/selection/recruitment training; and/or
 - (ii) equal opportunities training.

If so, when did this training take place?

- 6 What consideration, if any, did the Respondent give to its Equal Opportunities Policy in this recruitment exercise?

Shortlisting

- 7 How many candidates applied for the above named post? State the names, sex, marital status and number of dependants of the candidates.
- 8 How many applicants were shortlisted for interview? State the names, sex, marital status and number of dependants of those

- shortlisted.
- 9 Please state the essential criteria used for shortlisting for the post of [*insert job title*].
 - 10 Please state the preferred criteria used for shortlisting for the post of [*insert job title*].
 - 11 In respect of the shortlisting criteria please define precisely the term [*insert term e.g. "relevant experience"*]
 - 12 Please explain why and in what way the criteria of [*insert criteria*] were relevant to the post?
 - 13 If the shortlisting criteria were altered or revised at any stage, please state each and every respect in which they were altered and why.
 - 14 Please state the names and job titles of those involved in the shortlisting process.
 - 15 Did any of the shortlisted candidates receive assistance from any member of the interviewing panel? If so, please state:
 - (i) the name, sex, marital status and number of dependants of the candidate;
 - (ii) the name of the panel member providing assistance;
 - (iii) the type of assistance granted;
 - (iv) was this assistance offered to any/all of the shortlisted candidates.
 - 16 Please explain why I was not shortlisted.

Interview

- 17 Please state the date(s) on which the interview(s) took place.
- 18 How many applicants were interviewed for the post? State the names, sex, marital status and number of dependants of the candidates.

- 19 Please state the names and job titles of all members of the interviewing panel.
- 20 Was there a preset list of questions used by the interview panel?
- 21 Was each candidate asked the same question at interview? Please list each question asked of each candidate.
- 22 Was each candidate allocated the same length of time for interview? State the duration of each interview.
- 23 Were any of the questions asked afforded a different weighting? If so, state what that weighting was and provide a reason for same.
- 24 Did each member of the interview panel have an equal vote? If not, please provide details of how the vote was divided amongst panel members.
- 25 Please state how each of the panel voted in relation to each question for every applicant.

Appointment

- 26 Which criteria were adopted in making the final selection of the successful candidate for the post?
- 27 Please provide the name, sex, marital status and number of dependants of the candidate appointed to the post and give details of their qualifications and range of experience for the post.
- 28 Please state why the successful candidate was appointed.
- 29 Please state why each of the unsuccessful candidates was not appointed.
- 30 Please state the names, sex, marital status and number of dependants of each of the unsuccessful candidates and state their qualifications and range of experience for the post.
- 31 What attributes did the successful candidates have that I do not

have?

Reserve Candidate(s)

- 32 Did the Respondent identify a reserve candidate for the post? State the name, sex, marital status and number of dependants of that candidate and state their qualifications and range of experience for the post.
- 33 Did the Respondent create a reserve list for the post? If so, state the name, sex, marital status and number of dependants of all candidates placed on that reserve list and state their qualifications and range of experience for the post.

Assessments and Tests

- 34 Did the Respondent employ any competency-based assessments in this recruitment exercise? If so, state:
- (i) the competencies being assessed;
 - (ii) the method of assessment chosen;
 - (iii) the identity of those administering the assessment;
 - (iv) how the competencies assessed were related to the job specification;
 - (v) whether the assessment was administered by appropriately trained staff;
 - (vi) how each candidate performed in the assessment specifying by name, sex, marital status and number of dependants.
- 35 Did the Respondent employ any selection/aptitude tests in this recruitment exercise? If so, state:
- (i) the name of the test;
 - (ii) the identity of those administering the test;
 - (iii) how the aptitude test related to the job specification;

- (iv) whether the test was administered by properly trained staff;
- (vi) how each candidate performed in the test specifying by name, sex, marital status and number of dependants.

DOCUMENTS

Please forward copies of the following documents with your replies to this questionnaire:

- a) the application forms, letters of application and/or curriculum vitae in relation to each candidate;
- b) all references obtained in relation to the candidates;
- c) job specification;
- d) personnel specification;
- e) job advertisement;
- f) minutes of any shortlisting meeting;
- g) minutes of any and all meetings at which decisions were made or discussed in relation to the appointment;
- h) all minutes, memoranda, documents and e-mails relevant to the appointment process;
- i) all notes taken by the members of the interview panel together with any assessment sheets, score sheets, rating sheets, or marking schedules completed in respect of each candidate;
- j) A copy of the Respondent's recruitment, selection and appointment policy;
- k) A copy of any personnel file/staff appraisal file relating to the successful candidate;
- l) A copy of my personnel file;
- m) All documents in the Respondent's care, possession or control

which are relevant to the issues in this case and which the Respondent may seek to rely on at the hearing before the Tribunal.