

Diversity and Inclusion
in your recruitment

prospect 
talentbeyondprofit

Hello



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Diversity, Equity and Inclusion

- At Prospectus, we understand our leadership role as recruiters and advisors in building diverse and inclusive organisations.
- To this end, we will challenge and champion what diversity, equity and inclusion means for our clients and candidates in the context of a recruitment search process.



Diversity at Prospectus

Black and
People of Colour

21%

Disability

7%

LGBT+

25%

Women

56%



Diversity in our placements

Statistics cover candidate placements from June 2020 to July 2021

Black and People of Colour

32%

Declared a Disability

7%

LGBT+

11%

Women

70%

Prospectus' ongoing ambition is that a minimum of 50% of those we place into the sector are female, 30% are Black People or People of Colour and 10% are disabled.

Prospectus EDI Commitment

Embedding best practice

- Review our processes
- Challenge bias
- Open and inclusive techniques
- Publicly sharing our diversity stats
- Offer all candidates alternative application methods
- Develop understanding of how diverse candidates progress through a recruitment process.

Amplifying voices

- Events and podcasts with sector leaders and voices.
- Internal Diversity, Equity and Inclusion Working Group
- Surveys to sector
- Capture data and publish clear DEI narrative

Investing for the future

- Bespoke training with Clear Company
- Partnered with the EY Foundation to deliver over 50 placements in the sector through the Kickstart scheme, opening up new career paths for diverse, talented young people.

How we support organisations

- At Prospectus, we want to work in partnership with our clients fully getting to grips with the culture, values, mission to successfully shape our recruitment campaign and ensure we can attract candidates with lived experience to positively impact on the organisation.
- We place significant focus on all stages of the candidate journey, our initial approach and continued engagement with each individual throughout the process is critical to ensure successful placements of candidates with an authentic commitment and shared values.
- Our process of offering helpful feedback and support before and after each stage of the process ensures additional candidate engagement and commitment throughout the process.

Recruitment and Advertising Campaign

Design and build an accessible, inclusive and compelling recruitment pack and job advertisement including framing the language and imagery

Ask candidates to respond to questions rather than submit a 'supporting statement' - and suggest candidates submit voice notes or video as an alternative to a written response.

Include the salary, remote working or job share/part-time options in advertising and on the job description

Anonymized recruitment before shortlisting to help remove unconscious bias

Ensure the position is advertised in places where applicants from underrepresented groups can access the details.

Use a range of networks to reach underrepresented groups including Muslim Women's Network UK, National Association of Disabled Staff Networks, Charity So White and Beyond Suffrage.

Understand that not all candidates are on LinkedIn, Guardian jobs, Charity Jobs or other professional sites

Job Description and Advertising

Statement	Clear statement within job description and advertisement about commitment to Equity, Diversity and Inclusion within this recruitment process.
Salary	Ensure salary specified (Show the salary campaign). Research also shows that 66% of candidates are more likely to apply for a job if the salary information is on a job advertisement
Essential	Ensure that all essential requirements of the position are in fact essential (e.g. degree, years, or specific sector only experience, etc.)
Advertising Campaign	Ensure the position is advertised in places where applicants from underrepresented groups will be able to easily view or access them
Framing the Language	Ensure that advert/job description avoid words that might discourage members of underrepresented groups from applying.

Being intentional about diversity and inclusion

In our experience, being intentional about diversity and inclusion during a search is key to achieving the desired outcomes.

Framing the language and imagery to shape the explicit narrative of the recruitment, will promote inclusion and remove many barriers.

Example Statement

We are committed to achieving greater diversity on our Trustee board, and welcomes applications regardless of sex, gender, race, age, sexuality, belief, and disability.

We would particularly welcome applications from individuals from a representative demographic mix including Female, Non-Binary, People of Colour, individuals with lived experience of exclusions or other form of discrimination within education systems.



Demonstrate commitment



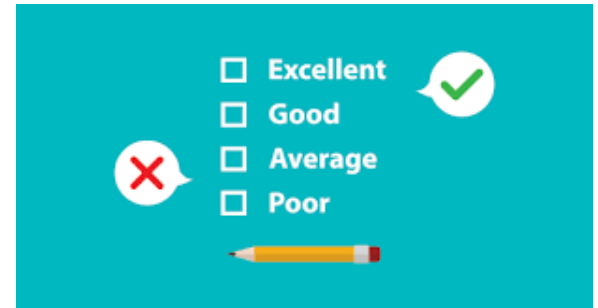
Key points for consideration as a Disability Confident Organisation

- Commitment to Disability Confident should be reflected in job adverts
- The recruitment process should be fully accessible
- All documentation should be available in different formats if required
- Committing to offering an interview to disabled people who meet the minimum criteria for the job
- Planning for flexibility in the recruitment process so that disabled candidates have the best opportunity to demonstrate that they can do the job
- Proactively offering and making reasonable adjustments

More Inclusive Process



Interview Process



Candidate Journey

- Ensures your website and social media clearly show your committee the DEI
- Support candidates from underrepresented groups with calls, application support and interview advice.
- Send the candidates interview questions in advance of the panel interviews.
- Build in flexibility around interview dates, times and locations
- 60% of candidates have abandoned an interview process due to its length and complexity.
- A positive candidate experience makes a candidate 38% more likely to accept a job.

Review and Evaluation

- At the end of the process, evaluate the success of the recruitment processes in attracting diverse candidates. (e.g. using data from the equal opportunities monitoring form)
- Ask for feedback from appointed candidate on their candidate journey through the process
- Analysis and reflecting on what worked and what should be repeated for future searches?

Rhiannon Mehta - Example

Asked by client to NOT recruit a woman

PROCESS: The requirement was for a brand new Head of Philanthropy. They were eager to find someone with strong philanthropy experience who could create a new major donor programme from scratch and understood how to deliver capital appeals. They were also keen to find a male fundraiser due to the charity composition and they also felt a woman would not have the right flexibility due to childcare needs.

OUTCOME: This was discrimination and is not acceptable to have within a recruitment process and actively advocates against equality, diversity and inclusion. We encouraged using an anonymized recruitment process and ensured advertised language used was not biased. This resulted in the shortlisting being purely skills based and ultimately in the appointment of a woman who was the best fit for the role.

Thank you

Help us build
more diverse
and inclusive
organisations

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