# Recruitment Diversity Action Plan (Grade 6 and above)

As a socially progressive employer that is committed to attracting and retaining a diverse range of candidates to the University, we have introduced the recruitment diversity action plans which should be completed by the hiring manager prior to advertising any vacancy. This plan should outline the steps that Departments will take to encourage applications from a diverse pool of candidates and evidence that attempts have been made to target applicants from under-represented groups.

Please complete the details below and upload this form along with the Further Particulars, when completing a Vacancy Approval Workflow on the Engage ATS System. For assistance on completing this form please refer to the guidance for [Diversity Action Plans](https://www.strath.ac.uk/professionalservices/hr/recruitingatstrathclyde/recruitmentdiversityactionplans/).

# Vacancy Details

|  |  |  |  |
| --- | --- | --- | --- |
| Vacancy Title | Please click here to enter the vacancy title. | | |
| Department | Select the department from the drop-down list. | | |
| Faculty/Directorate | Select the faculty/directorate from the drop-down list. | | |
| Staff Category | Select the Staff Category from the drop-down list. | Grade: | Select the grade from the drop-down list. |
| ATA Number | Please click here to enter the ATA number. | Vacancy ID  (If available) | Please click here to enter the Vacancy ID. |

# Search Committee

*Please provide the details for the search committee within the department, especially the recruitment panel, who will be responsible for proactively searching and attracting a diverse pool of candidates to apply to the vacancy.*

|  |  |
| --- | --- |
| Staff Name | email (optional) |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

# External Networks

*Please provide the details of the relevant networks, organisations that have been identified within your areas of expertise, particularly ones that are focused on women or underrepresented groups. Also mention names of staff who will contact these networks.*

|  |  |
| --- | --- |
| Network | Staff Name |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

# Contact for candidate queries.

*Please provide contact details of staff member(s) within your department who could talk to interested candidates about EDI at the university.*

|  |  |
| --- | --- |
| Staff Name | email |
|  |  |
|  |  |

# Social Media

*Please provide details for staff member(s) within your department who would be responsible for posting about this vacancy on social media sites like X (Twitter), LinkedIn, Facebook etc. using official social media accounts and/or personal accounts. They should also encourage other colleagues to repost/share their posts.*

|  |  |
| --- | --- |
| Social Media Platform | Staff Name |
|  |  |
|  |  |
|  |  |
|  |  |

# Department wide communications

*Please describe how you would encourage staff with your department to promote vacancy, identify candidates through their network.*

|  |  |
| --- | --- |
|  | Example 1: Sharing vacancy links, requirements via Department/Faculty meetings |
|  | Example 2: Requesting staff to identify potential candidates from conferences attended, journals read |
|  | Example 3: Weekly reminders through Department Newsletters, internal communication channels |
|  | <Enter further department wide communications plans here> |
|  | <Enter further department wide communications plans here> |
|  | <Enter further department wide communications plans here> |
|  | <Enter further department wide communications plans here> |

# Department EDI priorities and initiatives

*Please describe department’s EDI priorities, accomplishments, initiatives that could be highlighted to candidates.*

|  |  |
| --- | --- |
|  | Example 1: share your department’s notable EDI achievements |
|  | Example 2: mention awards received for EDI commitments |
|  | Example 3: highlight % increase in gender balance, %increase in BAME staff, international staff proportion |
|  | <Enter further details about department’s EDI priorities, accomplishments, initiatives here> |
|  | < Enter further details about department’s EDI priorities, accomplishments, initiatives here > |
|  | < Enter further details about department’s EDI priorities, accomplishments, initiatives here > |
|  | < Enter further details about department’s EDI priorities, accomplishments, initiatives here > |

# Additional initiatives

*Please mention details of other initiatives you are planning to encourage applications.*

|  |  |
| --- | --- |
|  | Example 1: highlighting flexible/agile working opportunities |
|  | Example 2: head hunting potential applicants globally |
|  | Examples 3: using [analysers](https://gender-decoder.katmatfield.com/) to remove bias from job adverts |
|  | Examples 4: EDI training/refresher for interview panel |
|  | Examples 5: creating internal profiles of female or BAME staff within the Department. |
|  | < Enter details about additional initiatives here > |
|  | < Enter details about additional initiatives here > |
|  | < Enter details about additional initiatives here > |

