

# Full Equality Impact Assessment Form

**Equality Relevance**    High ☐    Medium ☐    Low ☒ X

**1. Name of the policy or practice?**

eRecruitment System implementation

**2. What is the aim, objective or purpose of the policy practice?**

To implement an e-Recruitment system for recruiting to UWE employment giving a more efficient and visible system for applicants to apply for UWE vacancies, and for recruiting managers and recruitment administrators to process applications and selection decisions.

**3. Who is responsible for developing the policy?**

Ian Apperley

**4. Who is responsible for implementing the policy?**

Lesley Donnithorne

**5. Who is the policy intended to benefit?**

Applicants, recruiting managers and recruitment administrators.

**6. What is intended to be achieved by the policy?**

More efficient and visible staff recruitment processes.

**7. How will you know if this policy has been successful?**

Customer feedback on the system.

**8. Do the following equality groups have different needs, experiences, issues and priorities in relation to the intended outcomes of this policy? Please give information/ evidence to support your answer.**

	Yes	No	Not known – Do you need to generate sources of information?
<b>Women, men, transgendered people</b>		X (view of practitioner group)	
<b>Black and minority ethnic groups</b>	Individuals for whom English is a second language sometimes		

	struggle to use on-line systems.		
<b>Disabled people</b>	People with certain impairments will have different needs in regard to assistive technologies.		
<b>Younger or older people</b>		X (view of practitioner group)	
<b>People of different religion and beliefs</b>		X (view of practitioner group)	
<b>Lesbian, gay and bisexual people</b>		X (view of practitioner group)	

**9. Is there potentially adverse impact on the following equality groups as a result of this policy? Please give information/ evidence to support your answer.**

	<b>Yes</b>	<b>No</b>	<b>Not known - Do you need to generate sources of information?</b>
<b>Women, men, transgendered people</b>		X (view of practitioner group)	
<b>Black and minority ethnic groups</b>		X (view of practitioner group but to be monitored following implementation)	
<b>Disabled people</b>			Assistive technology needs included in design spec but to be monitored following implementation.
<b>Younger or older people</b>		X (view of practitioner group but to be monitored following implementation)	
<b>People of different religion and beliefs</b>		X (view of practitioner group)	

Lesbian, gay, bisexual people		X (view of practitioner group)	
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**10. Is the policy designed or does it have the potential to promote equality for particular groups or good relations between groups? If so, how?**

The branding and general content design provides opportunities for key equality and diversity messages to be conveyed.  
 Within an electronic system it will be possible to make compulsory the completion of the equality monitoring form.  
 The production of equality monitoring statistics has been included in the system requirements specification.

**11. Do you need to carry out a formal/informal consultation internally or externally at this stage? Who you need to consult?**

No

**12. What method or mechanism would be best suited for this consultation?**

N/A

**13. What action could be taken to mitigate any negative impacts identified or is there an opportunity to take steps to address different needs or promote equality of opportunity more effectively? If yes, please comment and complete action plan.**

Potential adverse impact for certain disabled people will be mitigated by ensuring system suppliers meet the University accessibility requirements.  
 User help and input validation options to be implemented so as to facilitate use by applicants with English as a second language.  
 Content design provides opportunities to promote equality of opportunity to applicants, and promote particular equality-related schemes as and when adopted by UWE eg. GIS, Stonewall champion etc.

**14. Who will be responsible for monitoring the implementation of the action plan?**

N/A

**15. Please outline how you have revised the policy (if necessary) in the light of the Equality Impact Assessment . If no change is to take place please give reasons.**

N/A - Equality issues had already been taken into account in the specification of the system.

**16. Please indicate when you think this policy/practice should be reviewed next:**

N/A

**Equality Impact assessment completed by:**

Name	Lesley Donnithorne
Post title	HR Manager (Projects & Systems)
Faculty / service	Human Resources
Date	08 April 2010

Please return this form to the Equality and Diversity Unit. The equality and diversity unit will provide feedback and will publish the final document.

**Confirmed by the equality and diversity unit:**

Name	Andrew McLean
Date	06/10/2010

**ACTION PLAN – Name of Policy ...eRecruitment System... Service/Faculty...Human Resources.....**

<b>Issues</b>	<b>Actions required</b>	<b>Responsible Person</b>	<b>Resources required</b>	<b>Target date</b>	<b>Success Indicators</b>	<b>What progress has been made?</b>
Information/data required	Ensure selected supplier meets equality standards.	Head of Procurement,		31/05/2010	Copies of policy and willingness to comply	
	Ensure selected system meets UWE accessibility requirements	Assistant IT Director, HR Project Manager		31/05/2010	W3C AA standard delivered	
Consultation						
Monitoring and review arrangements	Review applicant feedback provided by the system to check for any accessibility issues	Recruitment Manager		After 6 months of live operation	Feedback analysed	
Publication						
Other actions	Incorporate key E&D messages in design of webpages and in on-line information supplied to applicants	E&D Manager		Before system go-live	Key messages and information embedded in system	

Please return form to the Equality and Diversity Manager