

Championing Your Inclusive Hiring Advisor

What is an Inclusive Hiring Advisor?

As part of St Mary's Embedding Inclusive Hiring programme, we have recruiting members of staff to serve as voluntary Inclusive Hiring Advisors. These individuals have put themselves forward for the role, which consists of:

- Attending our Inclusive Hiring Training and take part in additional development activity throughout the year
- Joining a list of Advisors available to hiring managers when assembling their diverse recruitment panels, serving as a source of knowledge, experience, and expertise in inclusive hiring for the entire panel
- Feeding back to HR on our recruitment practices on an annual basis, helping to continuously improve and ensure our offering is fit for purpose

Hiring managers are encouraged to include an Inclusive Hiring Advisor on their recruitment panel where possible. We also encourage hiring managers to select an Inclusive Hiring Advisor based on several criteria:

1. Whether the individual will interact with the role being recruited; are they an important stakeholder for this role?
2. Whether the individual has knowledge, expertise, or skills related to the role (i.e. you're recruiting for an IT Project Manager and you select an Inclusive Hiring Manager who is a Finance Business Partner and has similar skills in terms of project and stakeholder management)
3. Whether the individual brings a diverse perspective/experience to the members already on the panel (i.e. if the panel is three women, might there be a male Inclusive Hiring Advisor who fulfils criteria 1 and/or 2 and can also bring gender diversity?)

When you have selected an Inclusive Hiring Advisor who (ideally) fits 2 or more of the criteria listed above, please reach out to that person directly to ask if they are available/interested in serving as an Inclusive Hiring Advisor for your recruitment. Please note advisor availability will vary, so please do not be discouraged if the first person you reach out to is unavailable.

How can I best support the Inclusive Hiring Advisor on my recruitment panel?

We encourage you to set up a 20-30-minute meeting or call with your Inclusive Hiring Advisor (once they're on board) to give more context as to the role, who else is on the panel, and why you reached out to them to be your Inclusive Hiring Advisor (perhaps outlining which of the criteria listed above you believe they fit and why).

If you would prefer to have this call with the entire panel, feel free to also use this opportunity to outline the shortlisting and/or selection criteria (as described in the Inclusive Hiring Checklist) to ensure all panel members are on the same page.

When introducing the Inclusive Hiring Advisor to the remainder of your panel, we ask you to reiterate the importance of including this person on the panel, ensuring they have met the other panellists and feel as welcome and included in the process as possible.

During shortlisting and selection conversations, the Inclusive Hiring Advisor may encourage yourself and other panellists to reflect on potential biases affecting each person's decisions. As hiring manager, we ask you to support and encourage these conversations, affirming

questions from the Advisor and actively participating in conversations they initiate that may challenge thinking or biases within the group.

Refrain from asking the Advisor any questions that may make them feel like the “token” person based on their identity or lived experience (i.e. “As the man in the room, what are your thoughts?”) If the Advisor has been selected based on more than 1 of the criteria listed above, they are not only on the panel because of an identity or lived experience that is different from the rest of the group. It is therefore your responsibility as hiring manager to ensure they are not made to feel this way during the shortlisting or selection process. It’s okay to ask the Advisor about their unique perspective, but strive to frame these questions in a less tokenising way, for example:

- “As the Inclusive Hiring Advisor in the room, do you think we’re missing any potential biases that are leading us to selecting this person?”
- “We haven’t heard your opinion yet on this candidate, what do you think? Have we missed anything?”
- “Before I jump in with my thoughts on the candidate, I’d like to hear [Inclusive Hiring Advisor’s] thoughts.”

If you are seeking any additional support or have further questions about how to best champion your Inclusive Hiring Advisor, please email our Head of Equality and Inclusion Projects, Sam, at Samantha.gober@stmarys.ac.uk.