

From: Freedom of Information

Sent: 25 August 2020 15:47

To:

Subject: Freedom of Information Response (Our Ref: K/20/288)

Dear

Freedom of Information Response (Our Ref: K/20/288)

Thank you for your Freedom of Information (FOI) request dated 28 July 2020, reference K/20/288.

Your request read:

“Please provide me with your full information & policies/procedures on how the university ensures that conscious and unconscious bias do not affect decision-making at each of the three below stages of staff recruitment:

- 1) Shortlisting (including any use of candidate anonymisation)
- 2) Interviews (including how interview panel members are selected)
- 3) Reference checks (including steps taken to ensure that sufficient information is gained from all referees to enable a conscientious & objective decision, and who has final discretion over whether to recruit or reject the candidate)”

The University of Leeds holds this information.

Our approach to recruitment, including details on our approach to shortlisting and interviews, as well as how references are used can be found in our staff [Recruitment Guide](#).

In addition, University members of staff also have access to several relevant training courses including ‘An Introduction to Equality and Inclusion’ and ‘Professional Behaviour and Relationships Training’ both of which are mandatory for all members of staff. ‘Management Essentials’ training is also recommended to staff with people management responsibilities and the recruitment modules of this training specifically cover conscious and unconscious bias.

We hope this information is helpful. If you have any questions about this email, however, please do not hesitate to contact us on foi@leeds.ac.uk

If you are unhappy with the service you have received in relation to your request and wish to make a complaint or request a review of our decision, you can request an Internal Review. Requests for Internal Review should be made in writing using the following contact information:

Post: Mr D Wardle
Deputy Secretary
The University of Leeds
Leeds

LS2 9JT

Email: foi@leeds.ac.uk

Requests for Internal Review should be submitted within 40 working days of receiving the University's response to your request. Further information about how the University manages Freedom of Information requests and about our complaints procedure is also available on our website (www.leeds.ac.uk).

If you are not content with the outcome of the internal review, you have the right to apply directly to the Information Commissioner for a decision. Generally, the ICO cannot make a decision unless you have exhausted the review/complaints procedure provided by the University. The Information Commissioner can be contacted at: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

Kind regards

Chloe Wilkins
Freedom of Information Officer

Secretariat
University of Leeds