

## Fair Recruitment Specialist Initiative: Expectation of panellists

*This document accompanies the [full guidance document](#) for participating in the Fair Recruitment Specialist Initiative.*

### Purpose

This document sets out the expectations of panel members who are participating in the Fair Recruitment Specialist Initiative. These expectations have been drawn up in collaboration with those staff who have volunteered to be Fair Recruitment Specialists (FRS).

The Hiring Manager and panel members participating in recruitment and including a Fair Recruitment Specialist in this must read these expectations and adhere to them.

In line with St George's Leadership Attributes, we expect Hiring Managers to demonstrate an inclusive and consultative approach to change and decision making, to value and respect diversity and create an inclusive environment. We expect interviews to be conducted in line with these principles, including embracing the participation on panels from Fair Recruitment Specialists.

### Expectations

The Hiring Manager and panellists are expected to:

- Ensure that they have all read the Fair Recruitment Specialist Initiative guidance document prior to the interview/shortlisting takes place. This is to ensure all members of the panel know about the initiative and why the Fair Recruitment Specialist has joined the panel.
- To explain any terminology or acronyms to the Fair Recruitment Specialist that may not be familiar to them, prior to interviewing/shortlisting
- The Hiring Manager must enable the Fair Recruitment Specialist allocated to their recruitment activity the opportunity to ask any questions they may have, in good time before the interview/shortlisting takes place
- The Hiring Manager and panellists must recognise that the Fair Recruitment Specialists are volunteering their time to support the university in addressing issues of underrepresentation.
- The Fair Recruitment Specialist is treated as an equal member of the interview/shortlisting panel, and their perspective is listened to alongside the rest of the panel members
- All panel members are expected to complete the feedback form after the interviews take place to inform the evaluation and development of this initiative