Race Charter - Fair Recruitment Specialists

# Agreement for Recruiting Manager

I agree to that name, Fair Recruitment Specialist participate in the recruitment process for the role of vacancy title in the name of department.

I agree to the Fair Recruitment Specialist taking an active role in the assessment and selection on an equal basis with other panel members. I therefore, understand their role is not to provide administrative support to the panel. To enable them to make an effective contribution I endeavour to:

## Short listing

Share a draft shortlisting matrix and listen to any feedback offered.

## Selection process

To briefly outline the elements that will form the selection process to the FRS e.g. assessment test and/or presentation and/or questions to be used in a structured interview and listen to any feedback offered.

## Structured interview

### Planning

Share a draft interview scoring matrix setting out questions to be asked and model answers to benchmark responses against.

Take on board constructive feedback.

### Implementation

Include the FRS when distributing interview questions among panel members.

Include FRS as an equal member of the panel when conferring at the end of the scheduled structured interviews.

Take on board any comments and advice offered by the FRS before making a final decision.

Signed: sign here Date: insert date