



Women Friendly Recruiter Checklist

**WOMEN
FRIENDLY
RECRUITER**

PLEDGE

We are committed to becoming a visible Women Friendly Recruiter and will adopt the checklist in our recruitment process



FLEXIBLE WORKING

Practices include flexi-time, working from home or hybrid working, part-time roles or job shares and compressed work weeks. Flexible working can increase productivity, promote a healthy work-life balance, improve job satisfaction and attract top talent.



JOB SHARE

Advertising for job shares can attract more candidates and job shares have been shown to improve productivity, flexibility and job satisfaction.



CAREER HISTORY

Encouraging candidates to recognise and demonstrate the positive aspects of gaps in career histories and non-work experiences on their application forms can attract a wider range of applicants who have the skills you need and promotes a healthy work/life balance.





PERSONAL EXPERIENCES

Explicitly encourage non-working experiences to be included on CV's or application forms. Recognising these skills as transferable and relevant can attract talent. Encourage your recruiting managers to concentrate on potential.



WOMEN FRIENDLY BENEFITS & POLICIES

Encourage women to join and stay with your organisation by adopting a robust maternity policy, covering family planning and pre-natal care, and policies that recognise menopause and other women's issues. Promote these and a zero-tolerance gender discrimination policy during the application process.



WOMEN'S WORKPLACE CHAMPION

Appointing a women's workplace champion or developing a women's network offers gender focused advice and support for employees, and can increase female employees' confidence and help them to reach their full potential. These schemes also demonstrate your commitment as an inclusive employer.

By signing up to be a Women Friendly Recruiter, we state these points on job adverts and application forms. This will increase the confidence of candidates, boost numbers of applicants and maximise the pool of skilled candidates applying for jobs. We also demonstrate we are an inclusive employer who is actively encouraging women and others to join our organisation or business, and that we consider their needs.

