



University of
Nottingham

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Inclusive Recruitment

- Trying new approaches

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Where to start?

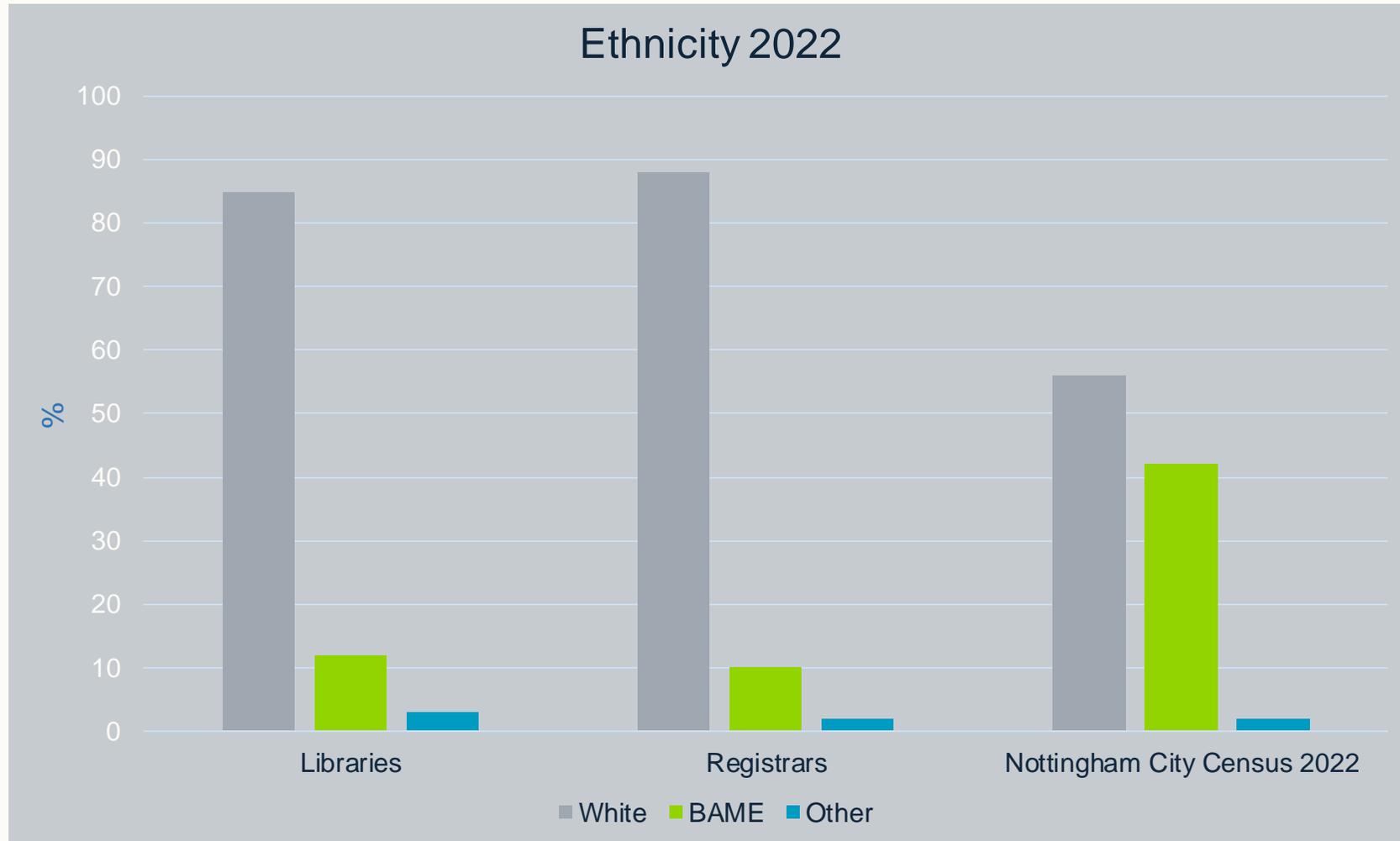
- Look at the data and get input from students and staff
- Currently the staff working in libraries do not reflect the students that walk through our doors
- This is not just a University of Nottingham opportunity or a UK only issue – it is well documented in academic Libraries across the world



Question: In the J Kung 2020 article which decade was under representation of BAME staff in Academic Libraries first highlighted?



UoN Libraries data





Our 3-step plan

1

Fixing the basics
Reviewed old role profiles and adverts

2

Listened to our HR experts.
Our job was to make any guidance Library specific

3

Created new role profiles templates, introduced positive action statements, and provided coaching



Checklist for recruiting managers

- Ensure the tone is personable, i.e “You” rather than third person
- Remove hyperbolic language such as ‘excellent’, dynamic, ‘outstanding’, ‘significant experience’, ‘highest standard’,
- Avoid ambiguous descriptions such as ‘proven track record’, ‘highly proficient in’, ‘strong history of’ and ‘successful’
- Ensure there is an appropriate amount of bullet points – too many can discourage applicants



Advert text for Research Librarian (2023)

You will be part of a **friendly and welcoming** Library Research Support Team which delivers services across the research lifecycle. **You** will contribute to our inclusive training and engagement programme....

We know that having colleagues from a wide range of groups and backgrounds is key to a good supportive workplace and even better services. We are particularly keen to receive applications from groups who are currently underrepresented in libraries in the UK, such as people from Black, Asian or Minority Ethnic backgrounds.

Don't meet every single requirement? Within UoN Libraries we are dedicated to building a diverse and inclusive workplace, so if you're excited about this role but your experience doesn't align perfectly with every requirement, we encourage you to apply anyway. You may be just the right candidate.



Coaching support for recruiting managers

- Explain 'why' we're using the templates
- Move away from copy 'n' paste
- The need for positive action to encourage applicants from under-represented groups
- Explain what impact hyperbole can have on candidates





Measuring success

Monitor our data sources
and link to our KPIs

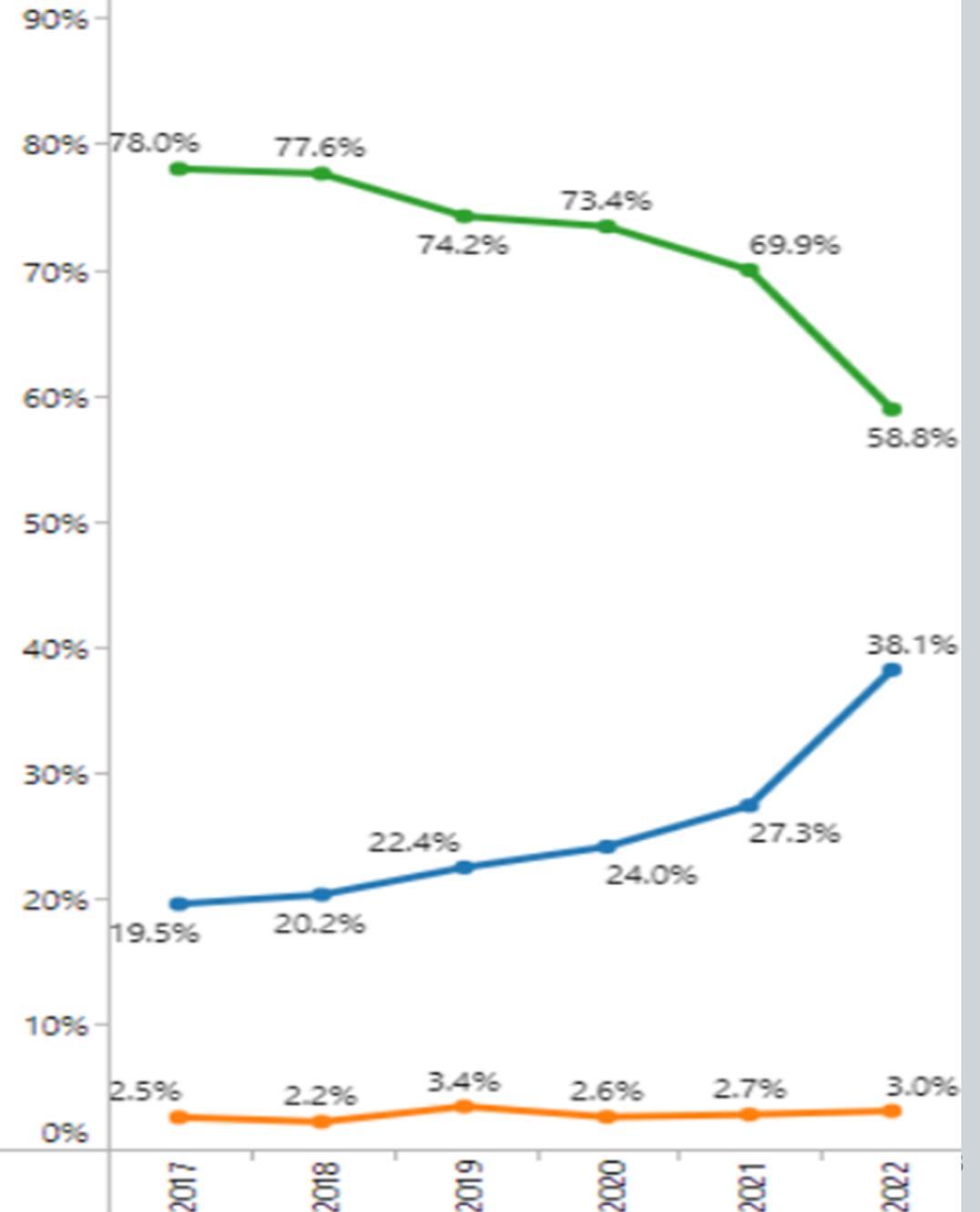
Area Totals BME Numbers for Univ

Optional Fields: No Optional Field by No

Faculty(s): Registrars / Department(s): All Year/s: All / Selected Value: Contracts / P
Level(s)

OptionalField	OptionalFiel..	OptionalFi..	BME			
			2019	2020	2021	2022
			19 8.4%	18 8.0%	18 8.7%	26 12.0%
Grand Total			19 8.4%	18 8.0%	18 8.7%	26 12.0%

Applications





What's next?

- Look at the other areas of the recruitment process
- Adapt coaching support and develop our plan to check ongoing adverts
- Interview welcome packs
- Attend local community recruitment events
- Best practice is changing quickly – we have a plan to keep up
- Work with other Universities





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Thank you