

Course Settings

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Title: Copy of Shortlisting at the ICO 2020

Body: This module will provide recruiting managers with information relating to the shortlisting process, covering unconscious bias and protected characteristics, the Disability Confident scheme and how to shortlist candidates for a role.

Click or tap on the blocks below to find out more

Block - 2

Title Block title

Component - 1

Title Why do you need to follow a process?

Body You may be wondering why there are sections in this training module on Unconscious Bias, Protected Characteristics and the Disability Confidence scheme, when all you want to do is get on with shortlisting? The answer is that all of these elements are important factors that you need to be aware of throughout the Recruitment and Selection process – starting with shortlisting.

Layout full

Component text

Page - 2

Title: Unconscious bias and protected characteristics

Display Title: Unconscious bias and protected characteristics

Body: Unconscious bias and protected characteristics</p>

Article - 1

Title What is unconscious bias?

Display Title What is unconscious bias?

Block - 1

Component - 1

Title What is unconscious bias?

Body: ACAS defines unconscious bias as 'people favouring others who look like them and/ or sharing their values.'

There are however, different forms of unconscious bias towards those who may be different from yourself but remind us of a certain stereotype.

An example of this could be being drawn to someone with a similar educational background, from the same area, or same ethnicity as them.

Layout full

Component text

Article - 2

Title Can we stop our unconscious bias?

Display Title Can we stop our unconscious bias?

Block - 1

Title Block title

Display Title In short - no!

Component - 1

Title Can we stop unconscious bias?

Body Everyone has unconscious bias. Our brain will always use shortcuts to speed up our decision making by preferring to align with what it recognises.

So to help you:

- be aware of your bias
- do not rush decisions, provide evidence to support them
- focus on positive behaviours.

Most importantly we have processes in place to support fair decision making.

Layout full

Component text

Article - 3

Title Let's test your understanding

Display Title Let's test your understanding

Block -1

Title Block title

Component - 1

Title Unconscious bias can only be towards people who are similar to yourself?

Body Unconscious bias can only be towards people who are similar to yourself?

Layout full

Component mcq

Properties

_items 1 text True
_shouldBeSelected false

2 text False
_shouldBeSelected true

_attempts 1
_canShowModelAnswer true
_canShowFeedback true
_canShowMarking true
_shouldDisplayAttempts false
_isRandom false
_recordInteraction true
_questionWeight 1
_selectable 1
_feedback correct That's correct. Well done.

_incorrect final That's not quite right. Unconscious bias is about quickly making assumptions. These can be based on dissimilar characteristics too.

Block - 2

Title Block title

Component - 1

Title Unconscious bias is a conscious decision?

Body Unconscious bias is a conscious decision?

Layout full

Component mcq

Properties

_items 1 text True
_shouldBeSelected false

2 text False
_shouldBeSelected true

_attempts 1

_canShowModelAnswer true

_canShowFeedback true

_canShowMarking true

_shouldDisplayAttempts false

_isRandom false

_recordInteraction true

_questionWeight 1

_selectable 1

_feedback correct That's correct. Well done.

_incorrect final That's not quite right. As the title suggests, it is an unconscious decision. The mind has to perform quickly and make assumptions by categorising people into groups.

Block - 3

Title Block title

Component - 1

Title Making decisions quickly prevents unconscious bias?

Body Making decisions quickly prevents unconscious bias?

Layout full

Component mcq

Properties

_items 1 text True
_shouldBeSelected false

2 text False

_shouldBeSelected true

_attempts 1

_canShowModelAnswer true

_canShowFeedback true

_canShowMarking true

_shouldDisplayAttempts false

_isRandom false

_recordInteraction true

_questionWeight 1

_selectable 1

_feedback correct That's correct. Well done.

_incorrect final That's not quite right. Unconscious bias occurs when we make decisions too quickly. Make sure that you give yourself time when making decisions, eg choosing which candidate to recruit or shortlist for interview

Article - 4

Title Unconscious bias

Block - 1

Title Block title

Component - 1

Title Summary

Display Title Summary

Body

As we are exposed to high volumes of information, our brains have to take shortcuts when processing this received information. Therefore the decisions that we make and our perceptions are based on these shortcuts. Our brains do this so quickly that we're not conscious of it. Whilst the brain bases its shortcuts on finding similarities to ourselves, it could also be towards someone who reminds you of a certain stereotype. By taking time to make conscious decisions the brain is not so pressured to make decisions using unconscious bias.

Layout full

Component text

Article - 5

Title How are unconscious bias and shortlisting related?

Display Title How are unconscious bias and shortlisting related?

Block - 1

Title Block title

Component - 1

Title How are unconscious bias and shortlisting related?

Body

- When shortlisting the brain is making quick decisions. This is ripe territory for unconscious bias.
- This in turn has a detrimental affect on the organisation as it has been proven that less diverse work cultures are less efficient.
- It also reduces the pool of candidates in which we can recruit from.

Layout full
Component text

Article - 6

Title Unconscious bias and protected characteristics

Display Title Unconscious bias and protected characteristics

Block - 1

Title Block title

Component - 1

Title Unconscious bias and protected characteristics

Body

- The Equality Act (2010) states that there are 9 protected characteristics in Great Britain (England, Wales & Scotland) and 12 in Northern Ireland.
- The 9 in Great Britain are: age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, and sexual orientation.
- The Equality Act is legislation which applies in Great Britain, and the main equalities legislation in Northern Ireland is still the Disability Discrimination Act 1995.
- In Northern Ireland the additional 3 are: political opinion, persons with dependents and marital status.
- Therefore there are serious implications of breaking the law if our behaviour is discriminatory.

Layout full
Component text

Article - 7

Title Let's test your understanding

Display Title Let's test your understanding

Block - 1

Title Block title

Component - 1

Title How many protected characteristics are there in England and Northern Ireland?

Display Title How many protected characteristics are there in England and Northern Ireland?

Layout full

Component mcq

Properties

_items 1 text 9 in England and 12 in Northern Ireland

_shouldBeSelected true

2 text 12 in England and 9 in Northern Ireland
_shouldBeSelected false

3 text 12 in Northern Ireland and 2 in England
_shouldBeSelected false

_feedback correct That's correct. Well done.

_incorrect final That's not quite right. There are 9 in England and 12 in Northern Ireland.

Block - 2

Title Block title

Component - 1

Title The Equality Act of 2010 only covers discrimination towards older people.

Display Title The Equality Act of 2010 only covers discrimination towards older people.

Layout full

Component mcq

Properties

_items 1 text True

_shouldBeSelected false

2 text False

_shouldBeSelected true

_feedback correct That's correct. Well done.

_incorrect final That's not quite right. The act specifies 'age' as a characteristic. This is regardless of the person being older or younger.

Block - 3

Title Block title

Component - 1

Title Discriminating towards someone with a protected characteristic could lead to ICO disciplinary action only.

Display Title Discriminating towards someone with a protected characteristic could lead to ICO disciplinary action only.

Layout full

Component mcq

Properties

_items 1 text True

_shouldBeSelected false

2 text False

_shouldBeSelected true

`_feedback correct` That's correct. Well done.
`_incorrect final` That's not quite right. Discriminating against someone with a protected characteristic is against the Equality Act and could lead to disciplinary action.

Article - 8

Title Protected characteristics and unconscious bias myths

Display Title Protected characteristics and unconscious bias myths

Block - 1

Title Block title

Component - 1

Title Protected characteristics and unconscious bias myths

Display Title Click or tap on the myth to reveal the fact.

Body Click or tap on the myth to reveal the fact.

Layout full

Component accordion

Properties

`_setCompletionOn allItems`

1 title Myth 1: Sex discrimination legislation was only brought in to make it unlawful for a man to treat a woman unfairly.

body Fact: It is just as unlawful for a woman to discriminate against another woman because of her sex; a man to discriminate against a man because of his sex or a woman to discriminate against a man because of his sex.

2 title Myth 2: Disabilities are always visual.

body Fact: the Equality Act 2010 is broad and covers a wide range of conditions. Some are not physical, such as mental health conditions.

3 title Myth 3: Some industries do not need to improve their ethnic diversity.

body Fact: All sectors still experience an 'ethnic division of labour', with employees from certain ethnicities carrying out a certain type of work and experiencing little social mobility, eg there are a few people from ethnic minorities at management positions.

`_shouldCollapseItems true`

Page - 6

Title Final assessment

Display Title Final assessment

Body <p>Let's see how much you can remember?</p>

Article - 1

Title Final assessment

Display Title Final assessment

Body You must score 80% or above to pass this assessment.

Good luck!

Block - 1

Title Final assessment

Component - 1

Title Question one

Body 1. A recruiting manager has been unconsciously favouring one particular candidate because of where they did their work experience. What repercussions might this have? Please choose the correct answer.

Layout full

Component mcq

Properties

_items

1 text It could lead to a stronger candidate missing out on the role
_shouldBeSelected true

2 text It could encourage opportunity and progression for others
_shouldBeSelected false

3 text It could maximise creativity and risk taking
_shouldBeSelected false

4 text It will prevent further biased actions
_shouldBeSelected false

Block - 3

Title Block title

Component - 1

Title Question three

Body 3. What situations are likely to influence you to act on an unconscious bias? Please choose all that apply.

Layout full

Component mcq

Properties

_items

1 text An imminent deadline
_shouldBeSelected true

2 text Conflicting priorities
_shouldBeSelected true

3 text Tiredness
_shouldBeSelected true

4 text When making a decision quickly
_shouldBeSelected true

Block - 9

Title Block title

Component - 1

Title Question nine

Body 9. Which of these statements about stereotypes is correct? Please choose the correct answer.

Layout full

Component mcq

Properties

_items

1 text You have to believe them to be influenced by them
_shouldBeSelected false

2 text They help us get to know people better
_shouldBeSelected false

3 text They help us understand the world more easily
_shouldBeSelected false

4 text They are always true
_shouldBeSelected false

5 text None of the answers are true
_shouldBeSelected true

Article - 2

Title Assessment results

Display Title Assessment results

Block - 1

Title Block title

Component - 1

Title Assessment Results

Layout full

Component assessmentResults

Properties

_isVisibleBeforeCompletion false

_setCompletionOn inview
_resetType inherit
_assessmentId 6054d52367e6212c5de9228d
_retry button Retry Assessment
_routeToAssessment false

_completionBody {{{feedback}}} You have scored {{{scoreAsPercent}}} %
_bands 1 _score 0
feedback Unfortunately you haven't achieved 80% in this Assessment.
You may want to return to the main menu and revisit the topics, then try
the Assessment again.
_allowRetry true

2 _score 80
feedback Well done. You have passed the assessment.
Congratulations! You have completed this module. You have covered the
e-learning stage of the recruitment and selection process on shortlisting.
Please ensure you watch the remaining two Applicant Tracking System
(ATS) videos on 'Logging in and advert list' and 'Request to recruit' (will
be sent by HR), complete the Unconscious Bias e-learning module and
attend the face-to-face Recruitment and Selection training course.
Once you have completed everything, you will then be able to act as a
Recruiting Manager, take part in the shortlisting process or sit on an
interview panel. Please advise HR once you are fully ready to be included.
To leave the module, simply close this window.
_allowRetry false