

Recruitment Scenarios - Fair or Not?

Instructions

Read each scenario. In your group, decide whether the approach is fair, identify the concern, and suggest how the employer could improve the process.

Scenario 1 - Friendship Network

A small business needs a new employee quickly. The owner only tells friends and current employees about the vacancy and asks them to recommend someone they know.

Fair, unfair or potentially unfair?	
What is the main issue?	
Could assumptions or bias be influencing the decision?	
Who could be disadvantaged?	
How could the employer make the process fairer?	

Scenario 2 - Interview Times

An employer schedules all interviews at 5:30pm and does not offer alternative times. Some applicants have caring responsibilities and cannot attend at that time.

Fair, unfair or potentially unfair?	
What is the main issue?	
Could assumptions or bias be influencing the decision?	
Who could be disadvantaged?	
How could the employer make the process fairer?	

Scenario 3 - Technology Assumptions

During shortlisting, a manager assumes a younger applicant will have stronger digital skills than an older applicant, without checking their qualifications or experience.

Fair, unfair or potentially unfair?	
What is the main issue?	
Could assumptions or bias be influencing the decision?	
Who could be disadvantaged?	
How could the employer make the process fairer?	

Group Reflection

What simple changes could an SME make to create a fairer and more inclusive recruitment process?