**Anonymised Applications Guide**

Anonymised applications are encouraged across the SSA and are mandatory within some Directorates.

Having anonymised applications means that you will not see candidates’ personal information in order to avoid unconscious bias during the shortlisting process. The following information will be anonymised: Name, DoB, Address, University / School, Gender, Ethnicity, Email address and Social Media Links.

**Intake Meeting:**

Once you have submitted your [Recruitment Clearance Form](https://richmond-dash.achieveservice.com/AchieveForms/?mode=fill&consentMessage=yes&form_uri=sandbox-publish://AF-Process-2fec18f7-ed23-4e2c-87b7-b50ff1b279d5/AF-Stage-8c2f00d0-4254-461c-96a0-4bb2930255fd/definition.json&process=1&process_uri=sandbox-processes://AF-Process-2fec18f7-ed23-4e2c-87b7-b50ff1b279d5&process_id=AF-Process-2fec18f7-ed23-4e2c-87b7-b50ff1b279d5), advert and job profile via the Loop, and it is authorised by your Head of Service/Assistant Director as well as the HR Consultancy Team; your Recruitment and Retention Adviser will be in touch with you to arrange an intake meeting to discuss the job requirements and the anonymised applications process.

**Application Process:**

The process for anonymised applications for candidates is as follows: -

* Candidates upload CV’s (fields from their original CV will auto populate to the application form)
* A supporting statement (where selected) will need to be completed which should address the Job Profile
* Mandatory questionnaires will need to be completed such as the diversity and the non/safeguarding questionnaires (dependant on the level of DBS check).

An automatic system generated CV will be attached to the application. This is created from the information which the candidate provides in the application form and their original CV whilst keeping it anonymised. Please note, this does not create extra work for the candidates. You can find an example of an anonymised CV at the end of this document.

**Advert Stage:**

When applicants apply for the role, they will be assigned an applicant number and this is how you will be able to identify them. This number is unique to each individual. Applicants are not informed that this is an anonymised process when applying for the job. We will include on the advert that the application process will be anonymised.

**Shortlisting Stage:**

When completing shortlisting, you will not be able to see the candidates Name, DoB, Address, University / School, Gender, Ethnicity, Email address and Social Media Links. However, you will be provided with the information from the original CV e.g. education, career, skills and any additional fields.

With regards to the dates of employment, you can see whether the candidate spent ‘more than 1 year’ or ‘less than 1 year’ in each post. This reduces age related unconscious bias. Candidates should be assessed based on their knowledge and skills rather than the amount of years’ experience they have, which does not necessarily indicate the candidate’s suitability for the job. Please refer to the sample CV at the end of this document for more information.

**Interview Stage:**

Once you have completed shortlisting and sent the interview invites, the applicants will be moved to the ‘Interview’ stage on the recruitment system. At this point you will be able to see the applicant’s details and their original CV with all the previously anonymised information e.g. Name, DoB, Address, University / School, Gender, Ethnicity, Email address and Social Media Links.

**Rejection Stage:**

If you reject the candidate at the shortlisting stage, you will not be able to see their details in the rejection tab. However, if you reject the candidate after the interview has taken place you will be able to see the candidate details. You are not obliged to provide feedback at the shortlisting stage, however should you wish to do so your Recruitment and Retention Adviser can confirm the candidate name/identification number to you.

If you have further queries regarding anonymised applications, please contact the relevant Recruitment and Retention Adviser:

* **Adult Social Services Directorate**: Sherri Fincham
* **Chief Executive Directorate:** Sherri Fincham
* **Children’s Services Directorate:** Joseph Toner
* **Environment and Community Services Directorate:** Simi Sabo
* **Housing and Regeneration Directorate:** Jaide Burls
* **Resources Directorate:** Jaide Burls





