

PROGRESSION AND PROMOTION CHECKLIST

Recruiting for senior posts

Women are supported to apply for senior jobs within the business.

When criteria are set for jobs, alternative qualifications and sources of experience are also considered.

Where it has been identified that a particular group is under-represented, positive action measures around targeted recruitment are considered.

Staff on maternity leave are informed of job vacancies.

Record keeping

Records on staff progression are kept, including data on applications and interviews, and are broken down by gender.

Training and development

Training opportunities are available to full-time and part-time staff.

Training sessions are held during working hours

Training sessions are held at accessible locations.

Development opportunities are not restricted to particular groups of staff.

Female staff are supported to participate in mentoring programmes.

Female staff are supported to participate in women's professional networks.

Where it has been identified that a particular group is under-represented, positive action measures around targeted training are considered.

Staff are consulted on why they did or did not apply for a promoted post.

Staff on maternity leave are kept up to date about training and development opportunities.

Qualifications

Staff are supported to undertake study for qualifications related to their work.