

WOMEN'S JOBS, MEN'S JOBS CHECKLIST

Recruitment

All job vacancies are advertised.	
A variety of advertising methods are used to recruit new staff.	
Job advertisements use gender neutral terms.	
Application forms are used as part of the recruitment process.	
When criteria are set for jobs, alternative qualifications and experience are also considered.	
Where it has been identified that women are under-represented, positive action measures around recruitment are considered.	
Staff on maternity leave are informed of job vacancies.	

Training and development

Training opportunities are available to full-time and part-time staff.	
Training sessions are held during working hours and at accessible locations.	
Staff are supported to access training not directly related to their current job.	
Where online training is offered, ensure staff have access to IT equipment.	
Female staff are supported to participate in women's professional networks.	
Where staff are offered the opportunity to re-train to do a different job, this is available to men and women within the business	
Where it has been identified that women are under-represented, positive action measures around training are considered.	

Qualifications

Staff are supported to study for qualifications related to their current role.	
Staff are supported to study for qualifications not directly related to their current role.	