

Fair Work - Recruitment Checklist

Salary	Yes	No
Is the salary clearly stated on the job advert and job description?		
If the job is part-time and paid on a pro-rata basis, is the actual take home salary listed?		
Does the role pay at least Real Living Wage?		
Is the salary advertised in line with Museums Association Salary Guidelines? <i>We would expect this to include an increase accounting for inflation since 2017</i>		
Do you have a clear statement about any potential salary progression? If applicable, have you stated at which point in the salary scale the candidate would start.		
Contract		
Is the contract type & length clearly stated?		
Is the role temporary for a legitimate reason? If you have referred to the role becoming permanent, have you clearly stated the circumstance that would result in the role becoming permanent, as well as timescales.		
Are the contracted hours appropriate to the role and commitment expected? <i>(It is not recommended to advertise zero hours if a candidate is expected to attend a set number of hours every week)</i>		
Job Title		
The title should be appropriate to the level of responsibility. i.e. Officers should not be line managers, assistants should not have supervisory responsibility		
Location		
Location of job role (Is it on site, WFH, Blended). <i>Candidates need to know where they will be based</i>		
Is the location fully accessible for applicants with a disability? How could you make adjustments to ensure it is?		
Job Requirements & Person Specification	Yes	No
Qualifications should only be listed where the job cannot be undertaken without the stated qualification. Consider moving qualifications to desirable instead.		



"or equivalent experience" How much experience is equal to a qualification? Have you quantified this in the person specification?		
Essential criteria must be essential to the role.		
Are the criteria listed in the person specification proportionate to the level of the job role? Try to keep this as simple as possible.		
Does the criteria apply to everyone equally, accounting for the Equality Act 2010?		
Have you removed the need for a driving license from the role? For roles which require travel, allow the candidate to explain how they would achieve it instead? N.B. Access to work travel funding is available from Scot Gov in some circumstances.		
If a membership of a professional body is required, have you stated how your organisation will support/finance these ongoing memberships.		

Job Description	Yes	No
Is there both a job description and person specification available?		
Does the job description clearly describe the purpose and key elements of the job?		
Does the application pack clearly state how the candidate will be assessed for each point of the listed criteria?		
Avoid lengthy lists of criteria and keep things as simple as possible, what are the key elements of this role.		
Application		
Does your application method give candidates enough space to fully evidence how they meet the criteria?		
Is the job pack available in other formats? Is it clear how to request these formats?		
Do you have an accessible application method? (options include; CV & Cover or Application form or video option or written questions)		
Should you have any questions that you might need addressed before the interview stage, you can suggest that these are included within the cover letter.		
Recruitment		
Closing date and time stated? (Do not close the job early, you can extend the position if you want to attract more applicants)		



Have you described the expected timeline for the recruitment process?		
Does the advert contain contact information for further information or questions?		
Don't ask for reasons an applicant has left or is leaving their previous roles		
Have you removed all questions relating to current or previous salaries?		
It is not appropriate to ask how many sick days a candidate has taken		
References		
References are not needed until after the job is offered to a candidate		
Number of references should be proportionate (usually no more than 2)		
It is not appropriate to ask how many sick days an employee has taken		
'Do you consent to the disclosure of the information in the reference to the candidate should they make a subject access request under the provisions of the Data Protection Act 1998?' <i>Ensure you have this statement covered in reference requests</i>		
Ask when the applicant worked for the organisation, date to date		
Asking for comments on suitability of role is fine, provide the role description for referee to refer to.		
Keep it short and simple, how much information do you really need from a referee?		
Interview		
Have you listed indicative interview dates in the job pack?		
Are you providing reasonable travel expenses for attendance at an in-person interview?		
Have you prepared for reasonable adjustment requests? (Interview questions ahead of time, alternative formats, accessibility aids)		

This checklist has been influenced by FairMuseumJobs recruitment checklist, as well as consultation with MGS stakeholders. If there is anything you feel is missing, please get in touch with us.

