**Instructions: steps to ensure a successful CV assessment process**

**Step One – Establish a CV selection panel**

The first step to any CV assessment process is to ensure you have a trained and diverse selection panel. To be most effective in embracing EDI this first step is integral to enable a range of perspectives to be brought to the decision-making process.

Training can include unconscious bias, micro-aggression, and general EDI awareness training. It is important to ensure this training has been completed before an employee participates as part of a selection panel, to help eliminate biases.

**Step Two – Create a scoring matrix**

Once you have formed a CV selection panel, the next step is to plan the assessment criteria. The best way to do this is by unpicking the job description and highlighting the parts that you will be able to assess candidates’ suitability. A balance of both hard and soft skills is necessary to include. Ensure these are as brief and basic as possible so that you can find evidence of them within CVs easily.

Once you have established what it is you will be assessing produce this into a rating standard or matrix. An example of how to lay one out has been attached to this toolkit.

Agree on a way to mark the candidates and produce a key. On the example matrix, we have used a simple 1-4 scale (1 [limited evidence of assessment criteria] – 4 [exceeds the assessment criteria]). Make sure there is room to include reasons for grading a candidate. You will typically review plenty of CVs and will likely forget why you have graded a certain way. With evidence and reasons for grading noted down, this process will become much more streamlined.

Make sure that you anonymise each scoring sheet and CV to eliminate the possibility of biases. This includes removing any personal applicant details such as names, addresses, and genders.

**Step Three – Assess the CVs**

Upon reviewing CVs make sure to remain as positive as possible. For example, do not assume that an applicant with employment gaps or multiple short-term jobs has negative reasons for this. It is important to focus on the content of the candidate rather than their writing style.

Remember to examine CVs for soft skills to ensure the candidates you invest in will fit within your company culture. Have a look at what a candidates’ hobbies reveal as there is a magnitude of skills, they could have gained through them.

Focusing on the hard skills may give you a competent candidate but may not bear high chances of retention. When investing it is important to encompass all factors that will lead to better chances of retention so that the recruitment process is cost-effective.

This examination would have included a review of soft skills, hard skills, experience and overall suitability to the role and company.

**Step Four – Collect your scores and make your decision**

Do not discuss your thoughts or attempt to rank the candidates through this process, stick to the rating standard or matrix and the candidates with the highest scores (suitability) will be given an interview.

Use the interview to address any gaps in a candidate’s CV, find out what their personality is like, and their values.

**Step Five – Reflect and make improvements**

EDI is an ever-growing concept. To continue to embrace EDI within recruitment exercises, a constant review of your practices will support you to keep up with developments. A large part of this is down to the candidates. Ask them for feedback on the recruitment exercise, what went well, and what could have been done better.