

Women Friendly Leeds Recruiter's Checklist Tool



Guidance and how it works

The Women Friendly Leeds Recruiters Checklist Tool is a working document for community groups, organisations or businesses to complete to help achieve **three Standards – Bronze, Silver and Gold**, that demonstrate a commitment and have considered women's needs in recruitment and employment processes.

Each Standard has **requirements to achieve**, which start from simple basics to a more comprehensive offer, which when completed is to be evidenced publicly on the organisation's website, so women can see the offer and make informed employment choices.

You can start at any Standard, but there is an expectation that **evidence must be shown** for each one via a designated women friendly recruitment space on the employer's website. So, if starting at the Silver Standard, evidence for the Bronze Standard must be in place and publicly available via the internet. Again, if starting at the Gold Standard evidence for both the Bronze and Silver Standards must be in place and **publicly available via the internet**.

To achieve a Standard, work through the Checklist Tool and return it to Women Friendly Leeds, who will assess the evidence. The Standard's Badge will be awarded and sent in recognition of achievement, which can be used on all **appropriate publicity and uploaded onto websites**. Timescales to process are estimated to be 4 weeks from the date the checklist tool is received.

Once a Standard has been awarded, organisations, company's or businesses logos will feature as a link on the Women Friendly Leeds Website, **confirming Women Friendly Recruiter status**.

Women Friendly Leeds will **regularly monitor websites** of those who have standards to ensure compliance and if non-compliance occurs logos will be removed from the website until compliance is once again achieved.

The Standards



There are three level Standards levels, **Bronze, Silver, and Gold;** with Bronze being the foundations to build on to achieve Silver and Gold.

Bronze Standard

A low-level commitment for even the smallest employers to evidence they are a Women Friendly recruiter.

Evidence required:

- A designated Women Friendly recruitment **space on your website**, promoting women's opportunities
- All Women Friendly Employee **policies** your organisations offers
- Any Women Friendly **benefits** your organisation offers



Bronze Pledge

“We are committed to becoming a visible Women Friendly Recruiter, will work towards achieving as a minimum the Bronze Standard, so women can make informed choices about our organisation and we will work towards achieving the Silver Standard.”

The Standards



There are three level Standards levels, **Bronze, Silver, and Gold;** with Bronze being the foundations to build on to achieve Silver and Gold.

Silver Standard

A medium-level commitment for small to medium organisations to aspire towards and for more well-established businesses and organisations to have as a minimum offer demonstrating their commitment in supporting women into and being employed with them.

Evidence required:

- A designated Women Friendly recruitment **space on your website**, promoting women's opportunities
- All Women Friendly Employee **policies** your organisations offers
- A **minimum of 10** Women Friendly Employee benefits your organisation offers
- Have a named **Women's Workplace Champion** and their role publicised
- Recognition and open-mindedness of **transferrable skills** in recruitment processes as a public statement



Silver Pledge

"We are committed to enhancing our offer and will build on Bronze foundations and have as a minimum a designated Women's Workplace Champion and have at least ten women friendly benefits on our website"

The Standards



There are three level Standards levels, **Bronze, Silver, and Gold**; with Bronze being the foundations to build on to achieve Silver and Gold.

Gold Standard

A high-level standard designed for all employers to work towards as a minimum offer.

Evidence required:

- A designated Women Friendly recruitment **space on your website**, promoting women's opportunities
- All Women Friendly Employee **policies** your organisations offers
- A **minimum of 15** Women Friendly Employee benefits your organisation offers
- A **Women's Workplace Network** with Terms of Reference available
- Have a named **Women's Workplace Champion** and their role publicised
- Offer **Peer Support** to another organisation to be a Women Friendly Recruiter
- Recognition and open-mindedness of **transferrable skills** in recruitment processes as a public statement
- **Recruitment processes**, resources and how to apply are all available - regardless if there are no current opportunities available



Gold Pledge

*"We have enhanced our Silver status to include having a women's workplace network; have at least 15 Employee benefits; all our policies and recruitment processes and resources are publicly available to download. We Peer mentor *named* organisation to help them work towards achieving a Women Friendly Leeds Recruiter status."*