



INTEGRATING GENDER EQUALITY MONITORING INTO UNIVERSITY RECRUITMENT, SELECTION & PROMOTION PROCEDURES

A Step-by-Step Guide*

Gender equality monitoring is a tool that is commonly used to highlight gender patterns. It is a quantitative method of data collection (focussing on what can be counted), based on sex-disaggregated data (data which is collected and analysed separately on men and women).

The purpose is to provide an understanding of what is happening in recruitment, promotion, progression and retention processes for women and men. Collecting, collating and analysing data on gender equality grounds allows institutions to see who is applying for positions and who is shortlisted and subsequently hired, according to gender. Gender equality monitoring may also be applied to progression, promotion and retention processes. The data gathered may act as a baseline to develop policies that promote gender equality in line with strategic and legal imperatives.

Gender equality monitoring processes should have regard to all gender identities and should apply to all staff including research staff, part-time and occasional staff in the university.

Step 1: Gender equality monitoring forms should be issued with all applications.

- 1.1 Ensure a gender equality monitoring form is issued with all applications;
- 1.2 Ensure and reassure applicants that equality monitoring forms are anonymous, confidential and will not be released to selection committees;
- 1.3 Communicate that data gathered will be used for statistical purposes, to assess whether the university is receiving applications from a broad pool of candidates and to monitor progress towards gender equality and compliance with legal and strategic objectives.

Step 2: Gender-disaggregated data should be gathered and recorded for every round and stage of every Recruitment, Promotion, Progression and Retention Process.

Recruitment

- 2.1 Record the application and success rates, by gender, at **each** stage of the recruitment process, including shortlisting;

*This step-by-step guide is designed to complement GENOVATE's third gender equality action for University College Cork – INTEGRATE GENDER EQUALITY MONITORING INTO UNIVERSITY RECRUITMENT, SELECTION & PROMOTION PROCEDURES, see Briefing Note 3 accessible via [The GENOVATE Hub](#).

2.2 Gather and record gender-disaggregated data for every category of staff recruited and at **every** level, grade and employee status for all academic and research staff.

Promotion, Progression and Retention

2.3 A data collection format similar to recruitment processes can be used for Promotion and Progression Processes, both internal and external.

2.4 Gender-disaggregated data should be collected for **each** stage of promotion and progression processes, including application, benchmarking and actual promotion/progression.

2.5 Gender-disaggregated data should be systematically collected for all Retention applications.

Step 3: Gender-disaggregated data should be analysed for gender patterns.

3.1 Choose gender indicators (e.g. percentages, statistics, ratios) to illustrate how women and men perform in comparison to each other at each stage of the process;

3.2 The data collected should be collated on a regular basis e.g. annually.

3.3 Such gender disaggregated data may be used to identify particular policies or processes for further audit/investigation to understand the factors contributing to differential gendered outcomes.

Step 4: Gender-disaggregated data on recruitment, promotion, progression and retention processes should be reported on regularly.

4.1 Report gender disaggregated data on recruitment and promotion processes to strategic bodies within UCC e.g. on an annual basis.

Step 5: Actions to address gender inequalities in recruitment, selection and promotion procedures should be identified, implemented and periodically reviewed.

5.1 Comprehensive collection and analysis of data should inform actions to redress gender inequalities;

5.2 Actions should be monitored for progress towards meeting gender equality objectives.

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