

Anonymised Applications

Validation Workshop

31st July

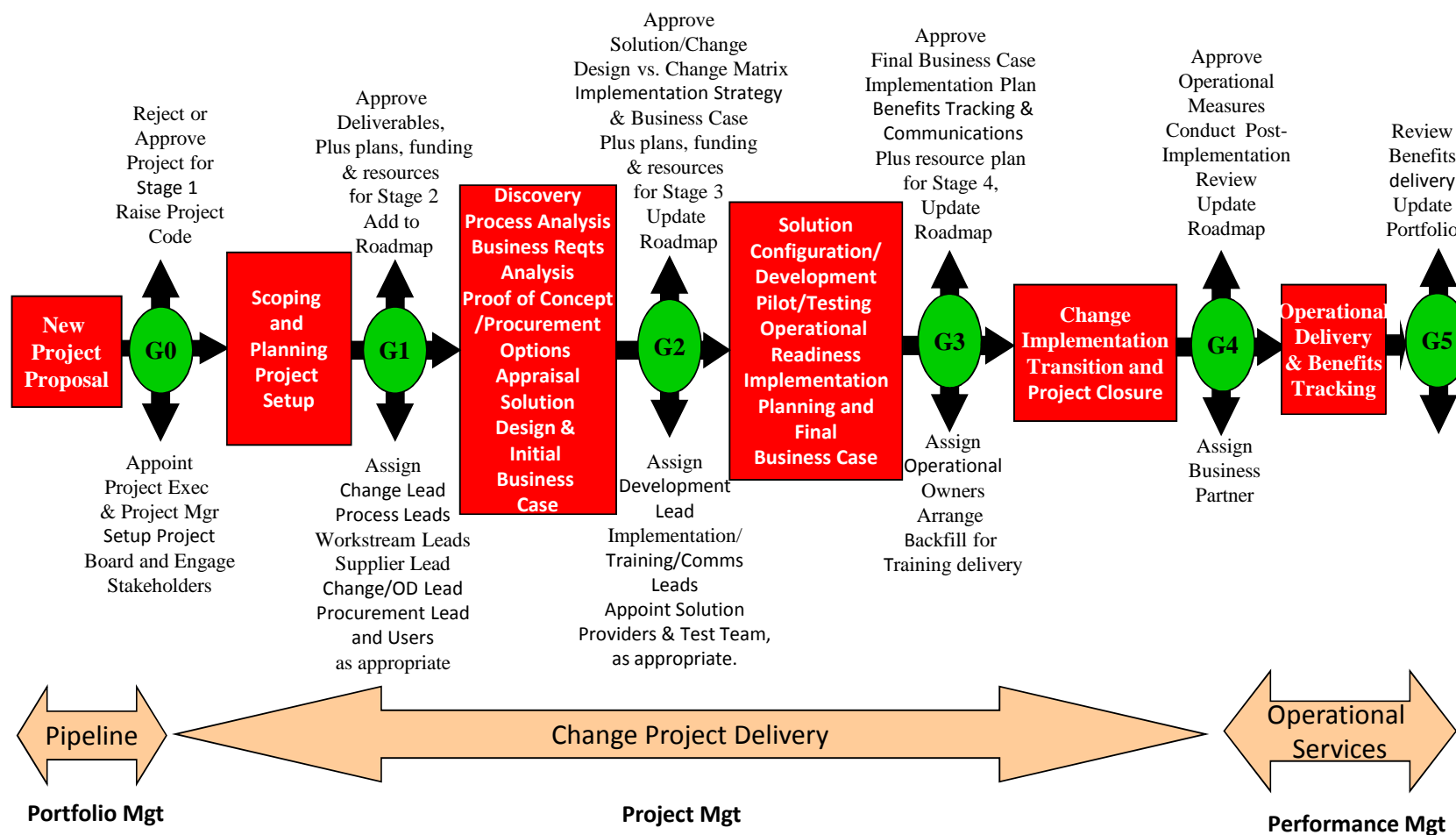
Anonymised Applications Agenda

- 11:00 Introduction from Andrew Young, Chief Operating Officer
- 11:05 Welcome & Objective of Workshop
- 11:10 Activity
- 11:20 Expected project outcomes and evaluation of success
- 11:25 Benchmarking/Discovery
- 11:35 Application Form Options
- 11:50 Process Design
- 12:45 Working Lunch - Breakout discussions
- 13.30 Discussion feedback
- 13:55 Wrap up and next steps

Welcome

- Introductions
- Agenda
- The Anonymised Applications project
 - Kicked off 11th April 2018
 - Following Stage Gate Methodology, under the Business Improvement Unit
 - Phase 0 due to go live early 2019
- Objective of workshop

The Stage Gate Process



Activity

How will anonymised applications be evaluated?

- Presented by Emma Bennett

Why we undertook the Discovery Exercise

What the Discovery Showed

- Removal of Salary Details
- Removal of Curriculum Vitae
- Candidate Experience
- Support for Managers
- Managing Internal Candidates
- Reduced Number of Applicants

Benchmarking

What we found

- Most Universities have applied anonymised applications to **professional services staff recruitment only**.
- All Universities who provided feedback anonymise candidate's personal details.
- Equal opportunities data is also removed as standard, and is never released to the recruiting manager or panel members.
- The University of London and London Southbank universities also **anonymise the Education Institute**, only providing information on the area of study and final grade.
- Where the information was provided, Universities capture their **internal applicants in the same way as external**.
- The training rolled out was simple and most did not conduct a trial before launching. In most cases the training included an overview on **how to shortlist using an anonymised application** as well as information on **unconscious bias**.

Benchmarking

What we found

- Cardiff University and the London Southbank University have job families, which enables managers to prepare person specifications and criteria against a bank of 6-7 standard competencies relevant to the band / level of role.
- For those who experienced them, **serial applicants were not an issue**.
- The Universities that provided information on the impact, stated that they initially saw a decline in the number of candidates applying for roles, particularly where candidates had to provide a response to each competency / essential criteria on the application form.
- There appeared to be a **decrease in unconscious bias at shortlist**, however that this appeared to shift to interview.
- **Agency and Executive recruitment is out of scope** for those who provided a response to this question although there are plans to roll this out in the University of London and London Southbank University as the recruitment ATS' used do have this functionality.

Application Form Options

- Presented by Hannah Goddard

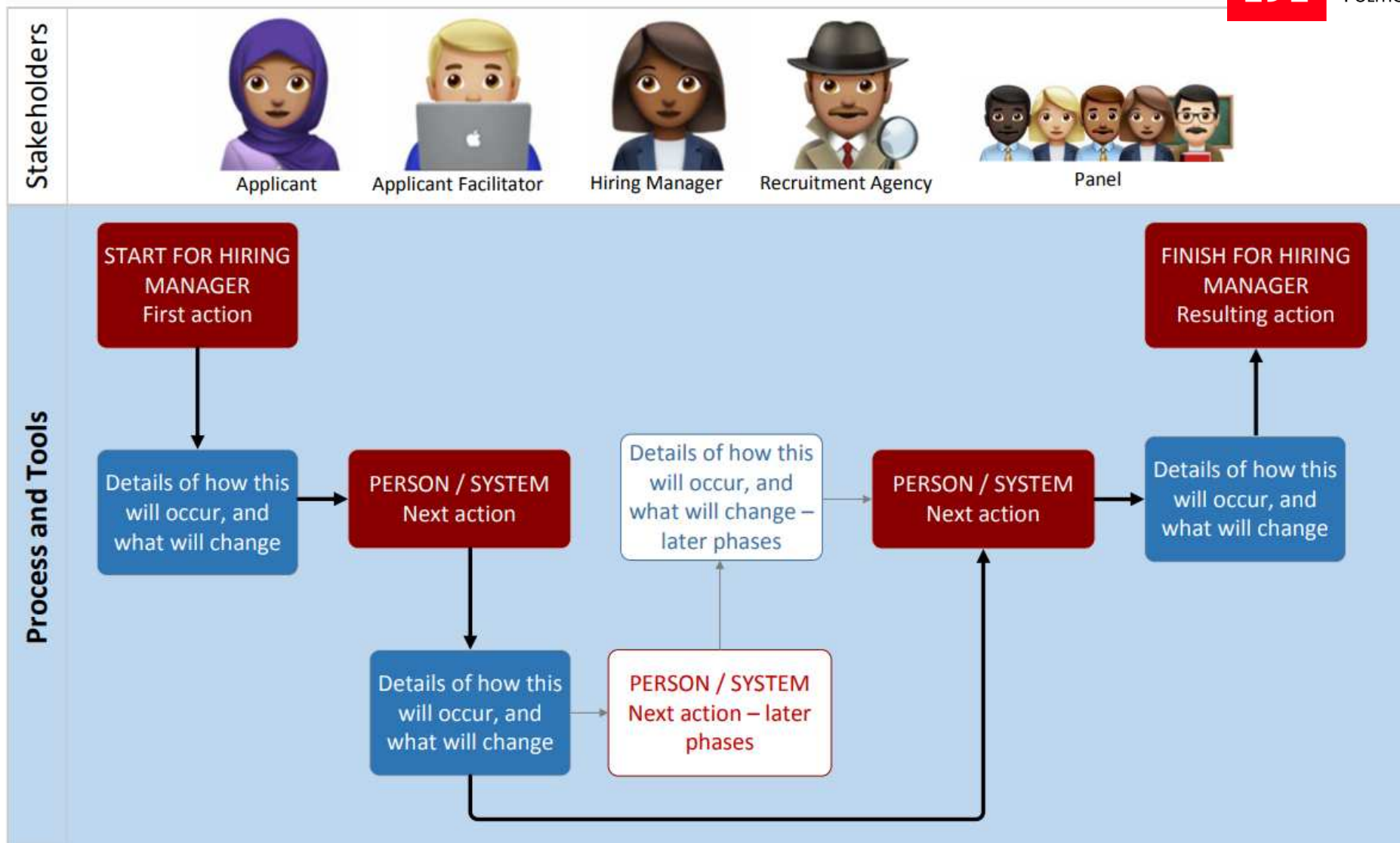
Process Design and Storyboards

- Introduction from Alix Cork

Key to Storyboards



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Publish Vacancy



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Stakeholders

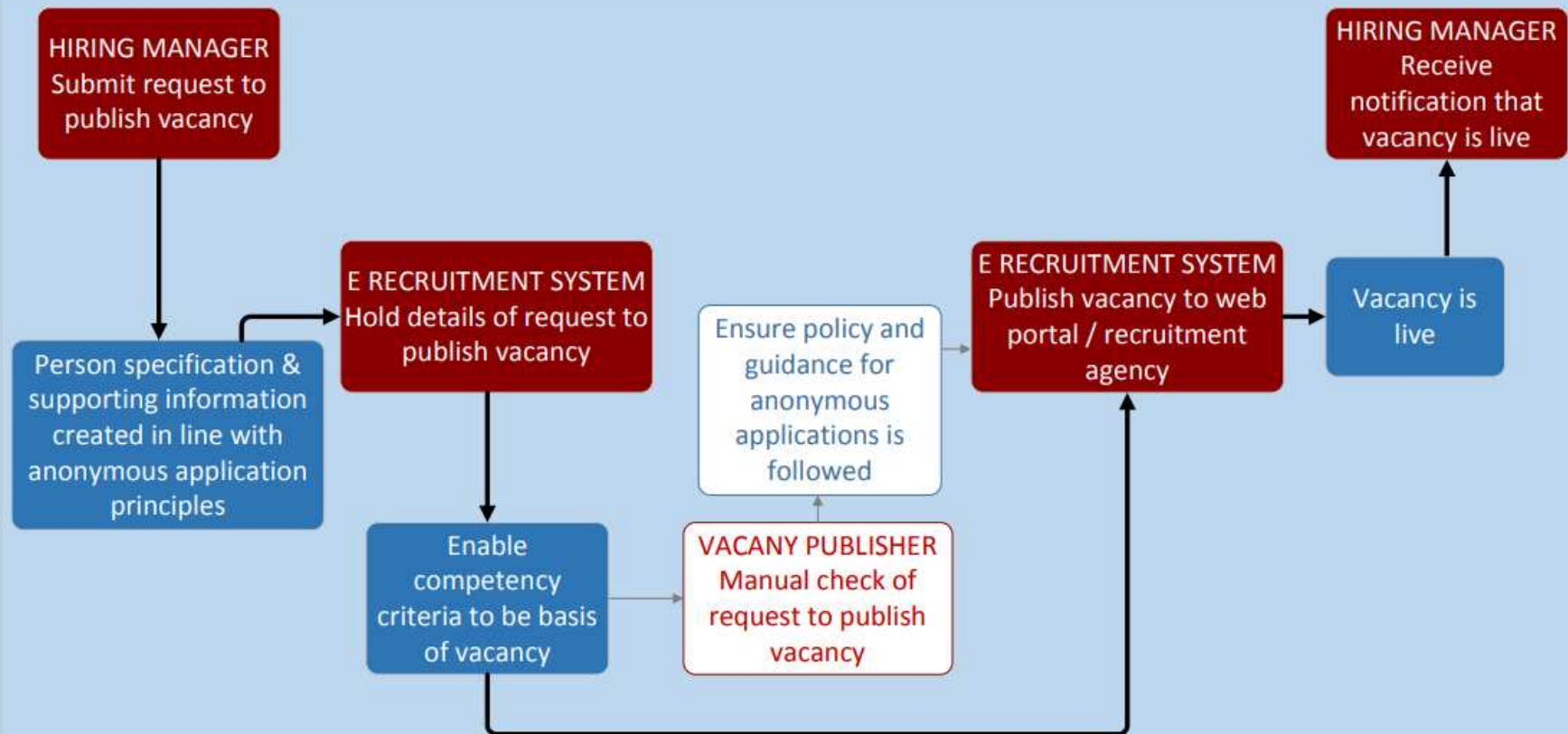


Hiring Manager



Vacancy Publisher

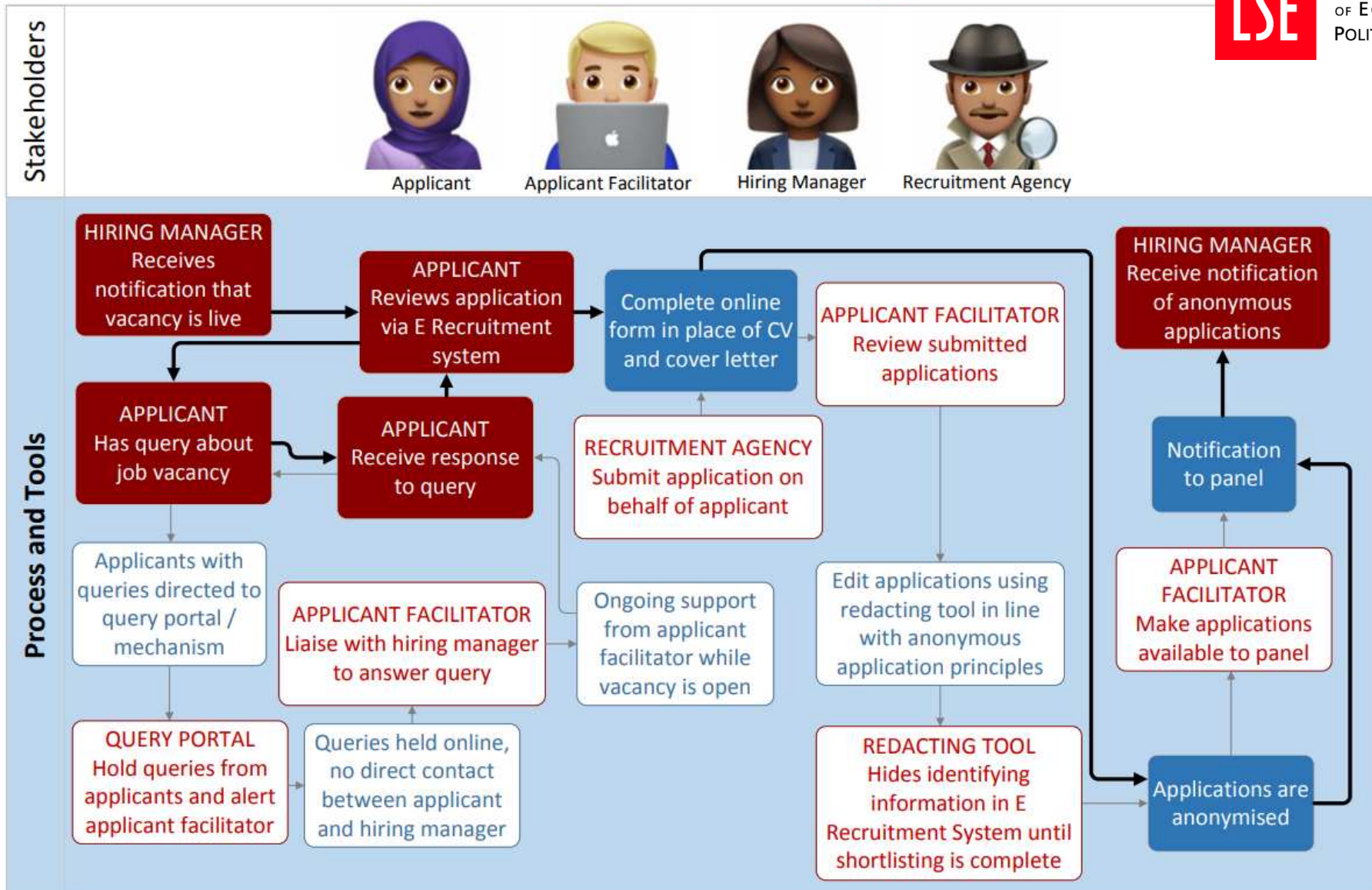
Process and Tools



Facilitate Submission of Applications



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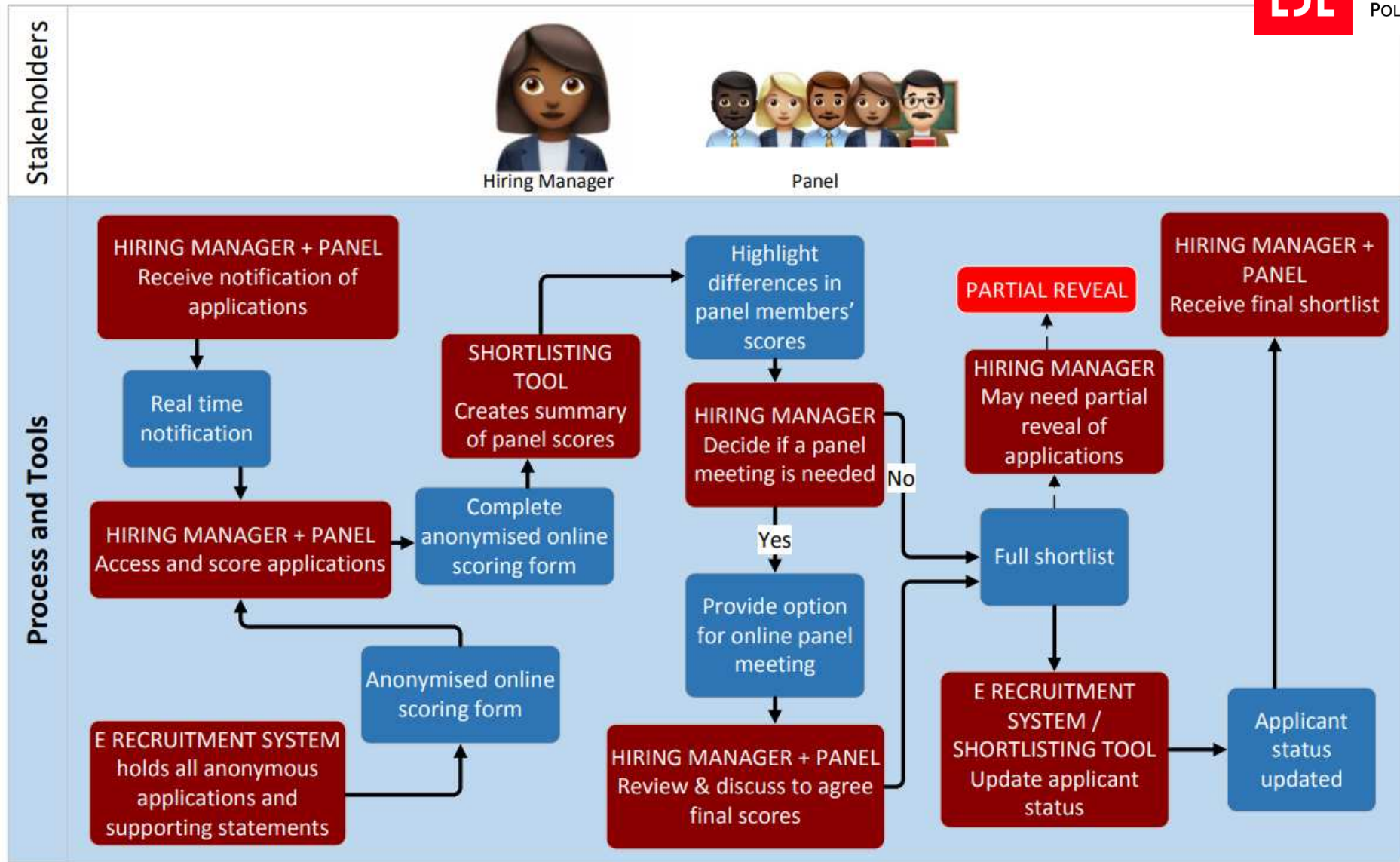
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E-mail address *

The LSE is using an anonymised application process to recruit for this position. Your personal details will be hidden during Shortlisting. Please keep in mind whilst completing you application not to use any wording or statements which could reveal your identity.

Next

Complete Shortlisting



Complete Shortlisting

Welcome Panel Member 1 Candidate Profile

You can save your scores/notes at any time. If saving, you will need to return to submit your recommendation

Click Submit when you have finished the review process. This will submit your recommendation and accompanying notes

Save **Submit**

Candidate	Vacancy	Recommendation	Refs/Docs	Print Status
Candidate ID: 6562866	Anonymous Test 1	Panel Member1 - yet to review	Refs Docs	Print Status

Step 1: Review the application

ViewAttachment.aspx 1 / 3

23/05/2018 16:11:28

Vacancy Name: Anonymous Test 1
Candidate Name:
Candidate ID: 6562866
Vacancy ID: 297

Checks

Are you a current LSE student? Yes

Currently residing in the UK? Yes

Do you currently have the right to work in the UK? Yes

If yes, what is your current immigration status? UK/EEA national

If you hold a visa, what is the current expiry date? No

Have you held a Tier 2 visa for the UK in the last 12 months? No

Would you like to be considered under the Two Ticks guaranteed interview Scheme? No

To help us monitor the effectiveness of our advertising please let us know where you saw the advert: Agency

Field's 'title' attribute is missing: Other

Where did you see this vacancy advertised? Word of Mouth

Are there any dates that you would be unavailable for interview, if you are shortlisted?

Step 2: Enter in notes/scores

Shortlisting Criteria

0 - Doesn't meet criteria
1 - Does meet criteria

Please select '0' if the candidate does not meet the criteria or select '1' if the candidate does meet the criteria. Only those who meet all the essential criteria should be shortlisted.

Knowledge and experience

Communication

Step 3: Your recommendation

Recommended stage

Additional comments

You can save your scores/notes at any time. If saving, you will need to return to submit your recommendation

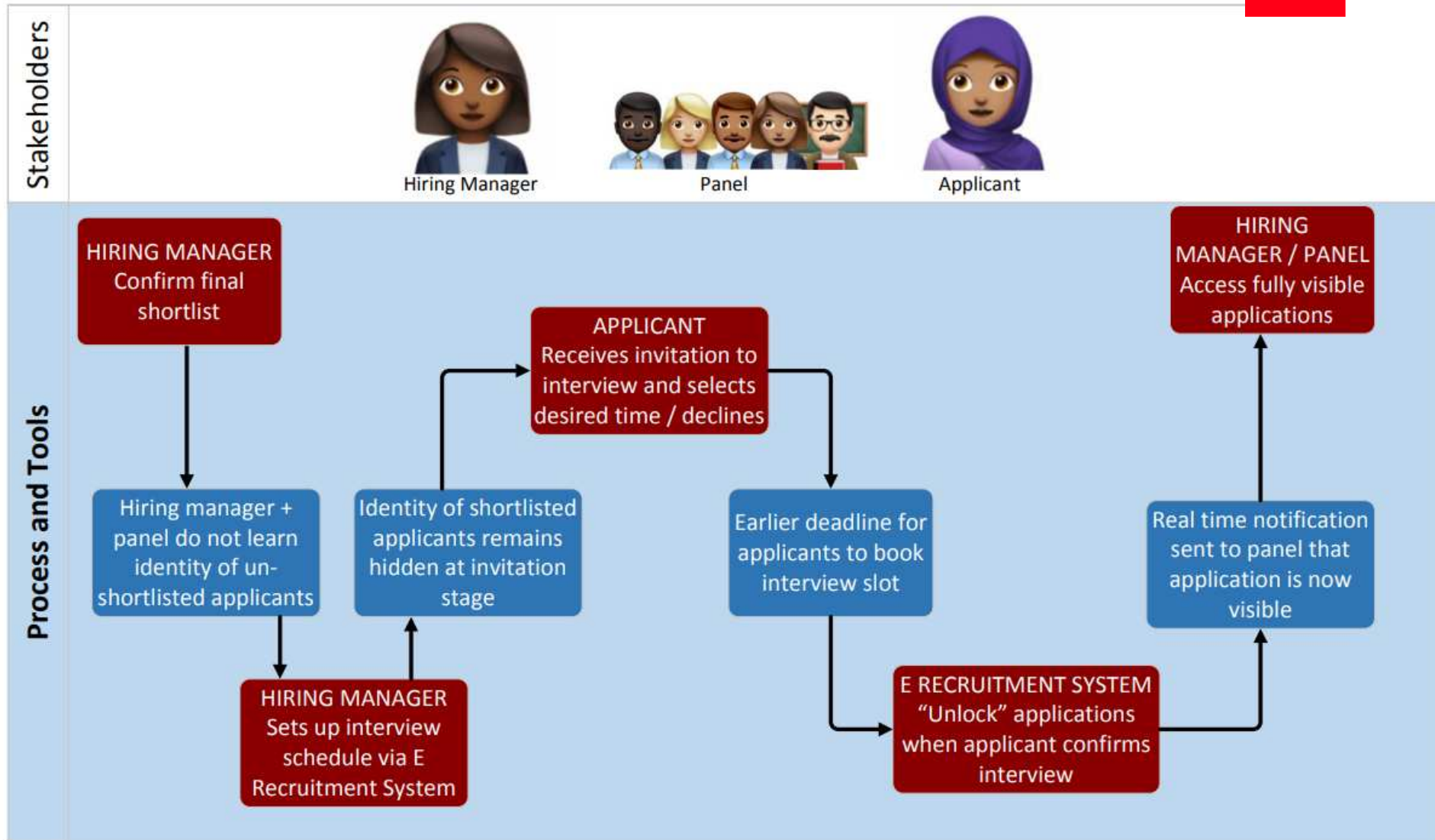
Save

Vacancy: Anonymous Test 1									
Panel Members: Panel Member1, Panel Member2, Panel Member3									
Upload	Candidate ID	Recommendation	Notes	Saved/Submitted	Would you like to be considered under the Two Ticks guaranteed interview Scheme?	Reviewer	Score Total (Shortlisting Criteria)	Knowledge and experience	Communication
Y	6562866					Con Venor1	0		
Y						Vac Mgr1	0		
		Invite to interview	Great Candidate	Submitted		Panel Member1	14 1.00	1.00	
		Invite to interview		Submitted		Panel Member2	11 1.00	1.00	
		Invite to interview		Submitted		Panel Member3	12 1.00	1.00	
Y	6562796					Con Venor1	0		
Y						Vac Mgr1	0		
		Regret after shortlisting	Does not meet essential criteria	Submitted		Panel Member1	2 0.00	0.00	
		Regret after shortlisting		Submitted		Panel Member2	6 1.00	0.00	
		Regret after shortlisting		Submitted		Panel Member3	8 1.00	1.00	
Y	6558705					Con Venor1	0		
Y						Vac Mgr1	0		
		Invite to interview	Could do with royalty in the team	Submitted		Panel Member1	11 1.00	1.00	
		Invite to interview		Submitted		Panel Member2	14 1.00	1.00	
		Invite to interview		Submitted		Panel Member3	14 1.00	1.00	
Y	6556472				Y	Con Venor1	0		
Y					Y	Vac Mgr1	0		
		Invite to interview		Submitted	Y	Panel Member1	14 1.00	1.00	
		Invite to interview		Submitted	Y	Panel Member2	11 1.00	1.00	
		Invite to interview		Submitted	Y	Panel Member3	14 1.00	1.00	
Y	3788835					Con Venor1	0		
Y						Vac Mgr1	0		
		Invite to interview	Has relevant experience	Submitted		Panel Member1	14 1.00	1.00	
		Regret after shortlisting		Submitted		Panel Member2	5 1.00	0.00	
		Regret after shortlisting		Submitted		Panel Member3	5 1.00	0.00	

Reveal Shortlisted Applications



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Reveal Shortlisted Applications

LSE Jobs

Home Panel Home Vacancies Approval Request Interviews Options FAQs

Welcome Con Venor1 [Candidate Portal](#)

Window tiling preferences Print Settings Bulk Print Bulk Process Bulk Email Bulk References Export Data Export all scores, recs, etc.

Currently using Client Default Search Form. [Click here to Change](#) Search sorted by: First name ascending [Select All](#) [Select None](#)

Candidate	Details	Process	Select
Candidate ID: 65564720	Vacancy Name: Anonymous Test 1 Application Stage: Regret after shortlisting Registered on: 23/05/2018 Vacancy ID: 297	view View contact Tms process rcmd appoints note e-mail history CV add Checklist offer print Referenc	
Candidate ID: 88723019	Vacancy Name: Anonymous Test 1 Application Stage: Regret after shortlisting Registered on: 21/05/2018 Vacancy ID: 297	view View contact Tms process rcmd appoints note e-mail history CV add Checklist offer print Referenc	

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Welcome Con Venor1 [Candidate Portal](#)

Window tiling preferences Print Settings Bulk Print Bulk Process Bulk Email Bulk References Export Data Export all scores, recs, etc.

Currently using Client Default Search Form. [Click here to Change](#) Search sorted by: First name ascending [Select All](#) [Select None](#)

Candidate	Details	Process	Select
Candidate ID: 65627966	Vacancy Name: Anonymous Test 1 Application Stage: Invite to interview Registered on: 23/05/2018 Vacancy ID: 297	view View contact Tms process rcmd appoints note e-mail history CV add Checklist offer print Referenc	
Candidate ID: 65587054	Vacancy Name: Anonymous Test 1 Application Stage: Invite to interview Registered on: 23/05/2018 Vacancy ID: 297	view View contact Tms process rcmd appoints note e-mail history CV add Checklist offer print Referenc	
Candidate ID: 65564720	Vacancy Name: Anonymous Test 1 Application Stage: Invite to interview Registered on: 22/05/2018 Vacancy ID: 297	view View contact Tms process rcmd appoints note e-mail history CV add Checklist offer print Referenc	

Contact Us - Application query
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Currently using Client Default Search Form [Click here to Change](#) Search sorted by: First name ascending [Select All](#) [Select None](#)

Page: 1 of 1 Go Page size: 5 Change

Candidate	Details	Process	Select
Candidate ID: 65564720	Vacancy Name: <u>Anonymous Test 1</u> Application Stage: Regret after shortlisting Registered on: 23/05/2018 Vacancy ID: 297	view View contact Tms process rcmind appoints note e-mail history CV add docs Checklist offer print Referenc	<input type="checkbox"/>
Greg Smith	Vacancy Name: <u>Anonymous Test 1</u> Application Stage: Interview Confirmed Registered on: 23/05/2018 Vacancy ID: 297	view View contact Tms process rcmind appoints note e-mail history CV add docs Checklist offer print Referenc	<input type="checkbox"/>
Meghan Markle	Vacancy Name: <u>Anonymous Test 1</u> Application Stage: Interview Confirmed Registered on: 23/05/2018 Vacancy ID: 297	view View contact Tms process rcmind appoints note e-mail history CV add docs Checklist offer print Referenc	<input type="checkbox"/>
Minnie Mouse	Vacancy Name: <u>Anonymous Test 1</u> Application Stage: Interview Confirmed Registered on: 22/05/2018 Vacancy ID: 297	view View contact Tms process rcmind appoints note e-mail history CV add docs Checklist offer print Referenc	<input type="checkbox"/>
Candidate ID: 88723019	Vacancy Name: <u>Anonymous Test 1</u> Application Stage: Regret after shortlisting Registered on: 21/05/2018 Vacancy ID: 297	view View contact Tms process rcmind appoints note e-mail history CV add docs Checklist offer print Referenc	<input type="checkbox"/>

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Page 1 of 1, item 1 to 5 of 5

Search Candidates

Page: 1 of 1 Go Page size: 11 Change

Candidate	Details	Process	Select
Ian Wilson	Vacancy Name: <u>Book Manager</u> Application Stage: Interview Confirmed Registered on: 04/04/2016 Vacancy ID: 70	view View contact Tms process rcmind appoints note e-mail history CV add docs Checklist offer print Referenc	<input type="checkbox"/>
Mark Wilson	Vacancy Name: <u>Book Manager</u> Application Stage: Interview Confirmed Registered on: 12/01/2016 Vacancy ID: 15	view View contact Tms process rcmind appoints note e-mail history CV add docs Checklist offer print Referenc	<input type="checkbox"/>
Megan Markle	Vacancy Name: <u>Book Manager</u> Application Stage: Interview Confirmed Registered on: 15/01/2016 Vacancy ID: 17	view View contact Tms process rcmind appoints note e-mail history CV add docs Checklist offer print Referenc	<input type="checkbox"/>
Minnie Mouse	Vacancy Name: <u>Book Manager</u> Application Stage: Interview Confirmed Registered on: 19/01/2016 Vacancy ID: 22	view View contact Tms process rcmind appoints note e-mail history CV add docs Checklist offer print Referenc	<input type="checkbox"/>
John Smith	Vacancy Name: <u>Book Manager</u> Application Stage: Interview Confirmed Registered on: 19/01/2016 Vacancy ID: 21	view View contact Tms process rcmind appoints note e-mail history CV add docs Checklist offer print Referenc	<input type="checkbox"/>
Harry Williams	Vacancy Name: <u>Book Manager</u> Application Stage: Interview Confirmed Registered on: 20/01/2016 Vacancy ID: 24	view View contact Tms process rcmind appoints note e-mail history CV add docs Checklist offer print Referenc	<input type="checkbox"/>

02/11/2017 16:44:28

Vacancy Name: Book Manager
Candidate Name: Megan Markle
Candidate ID: 3788835
Vacancy ID: 289

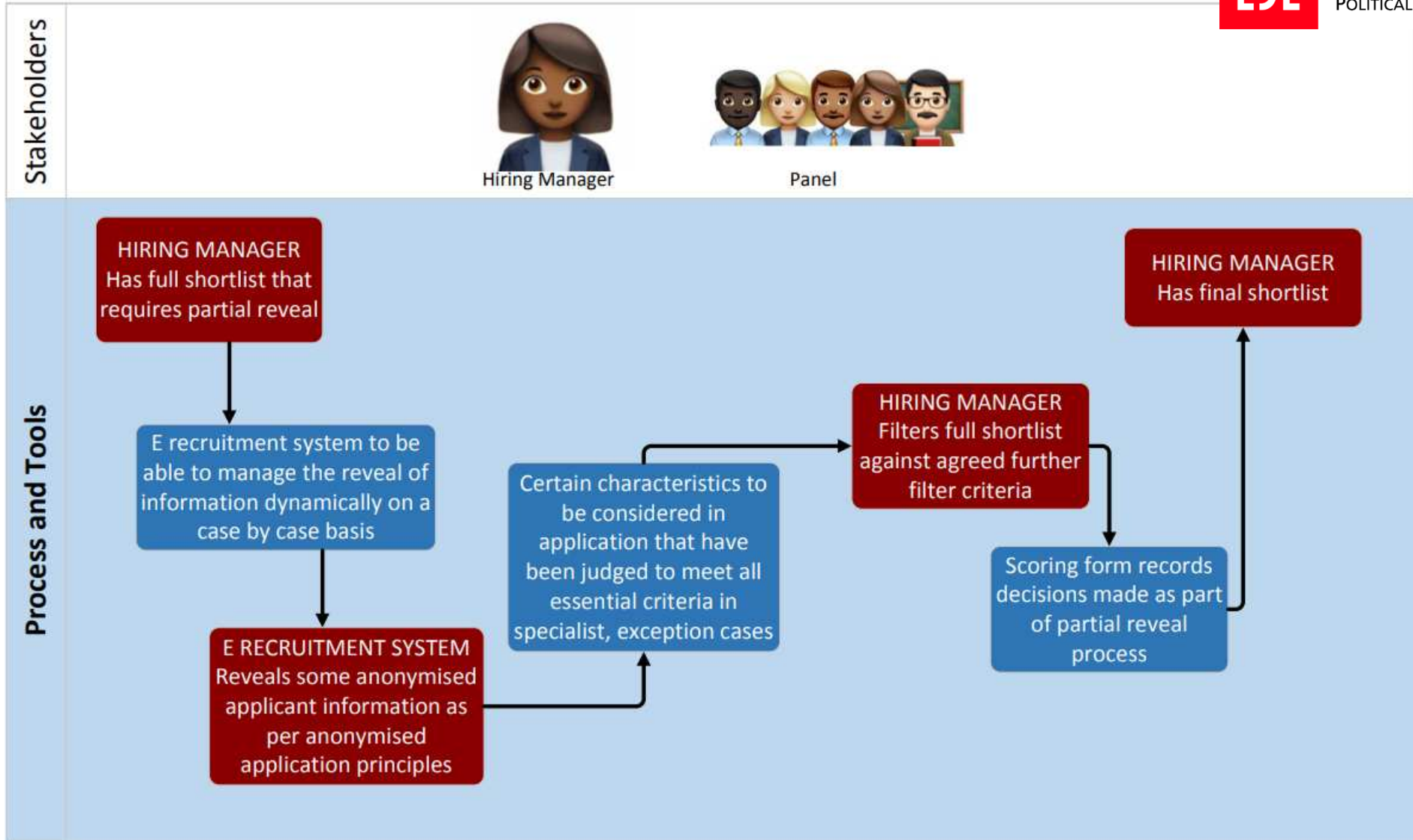
Personal Details

Title: Miss
First name: Megan
Known as: Megan
Surname: Markle
Middle Name(s):
Address Line 1: Flat 1
Address Line 2: London
Address Line 3: Kensington Street
Address Line 4: X
Postcode: W1 8UT
Country: United Kingdom
Preferred contact number: 01234987654
Preferred contact number type: Home phone No
Alternative phone number:
Please select alternative phone number type:
E-mail address: Megan.Markle@kensingtonpalace.com

Partial Reveal



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Process Design Breakout sessions/Lunch



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Over lunch, we now need your input to discuss the ideas the project team has come up with and to gather your thoughts and suggestions on how things could be improved

- How could we improve the process of setting up Job Vacancies at LSE?
- How could we support candidates in submitting anonymous applications?
- How could we help interview panels shortlist for vacancies without being influenced by unconscious bias?
- How can we manage circumstances where there are legitimate reasons to be able to see particular protected characteristics / identifying information?

Feedback on discussions

Next Steps

- The notes from our discussions will be typed up and together with the slides and storyboard notes will be shared with participants
- A validation report will be produced which will summarise the change ideas and feedback from the workshops
- The report will be made public to the School and everyone is invited to provide feedback
- The report will identify priorities and inform the project team's final solution design and minimum viable product
- There will be further opportunities for you to be involved in the project; we will be looking for volunteers to be involved in future workshops and project activities

Thank You

If you any further comments or feedback, please contact a member of the project team or contact business.improvement.unit@lse.ac.uk