



Jamaica Country Office

GENDER SENSITIVE RECRUITING AND INTERVIEWING

Note to Interview and Recruitment Panels

The interviewing and recruitment process as guided by UNDP principles respects the diversity, gender, knowledge and competences that is shown among the recruits. The techniques used should reflect a high standard of responsiveness, and awareness to gender issues.

There are many approaches and principles that can make the process, gender sensitive while securing the recruitment of well qualified candidates. These principles incorporate high level of awareness, and a framework that supports inclusive recruitment strategies and gender sensitive interviewing.

It is important that our recruitment processes are done in a gender sensitive manner so that gender parity is maintained in the office and that there is an enabling environment for the promotion of gender equality. We seek to ensure the following:

1. Gender concerns are integrated in TORs (as appropriate) through effective gender mainstreaming of programmes and projects.
2. All TORs and advertisements include the following phrase:
“UNDP is committed to achieving workforce diversity in terms of gender, nationality and culture. Individuals from minority groups, indigenous groups and persons with disabilities are equally encouraged to apply”.
3. Gender balance in the shortlist
4. Gender balance on all recruitment panels
5. All interviewees are asked similar questions which are competency based
6. Use of gender sensitive language

7. Selection of new staff is based on principle of non-discrimination - differences in age, race, sex, geographical origin, (dis)ability should not result in inequality of opportunities, responsibility and rights (discrimination).

Example of Gender Sensitive Interview Questions

Factor	Incorrect Language/Question	Suggested Rephrasing
Age	<ul style="list-style-type: none"> - You are so young/old, do you feel confident about this job? - Is your age an issue with working with young/old office? - How will you work with younger boss? 	<ul style="list-style-type: none"> - How many years have you worked? - How comfortable are you in working with different age groups?
Personal questions	<ul style="list-style-type: none"> - What is your plan in terms of family/personal life? - You are pregnant, how do you plan to work? 	<ul style="list-style-type: none"> - The project will be funded for x months/years, do you know of any obstacles or issues that might constrain your full performance? - How do you plan to compensate for these?
Disability	<ul style="list-style-type: none"> - Are you disabled? - Will your disability affect your work? - Will your appearance influence your communication/travel? 	<ul style="list-style-type: none"> - Do you have any disabilities that might constrain your work in this position? - How can we create a friendly and accessible environment for you?

<p>Sex</p>	<ul style="list-style-type: none"> - Why are you applying to a typical man's/woman's job? - Why has this job interested you as a man/woman? - Will you be able to travel to regions/work overtime as a married/single woman/man with kids? - How do you work with female/male boss/ 	<ul style="list-style-type: none"> - Why are you interested in this particular job? - The job might involve frequent travel and occasional work in the evening/weekends; will there be any constraints to you in this regard?
<p>Family status</p>	<ul style="list-style-type: none"> - Are you married? - Do you have kids? - Will your husband/wife let you work late? 	<ul style="list-style-type: none"> - The job involves x, y, z. Do you know of any personal /family obstacles that will constrain your successful performance?