

### **Customer Bulletin: Number 50**

# Equal Opportunities New Features for SDMS V HRPersonnel for Windows: Recruitment and Selection Module



## New Features in HRPersonnel Recruitment and Selection Module: Candidate Equal Opportunities Data

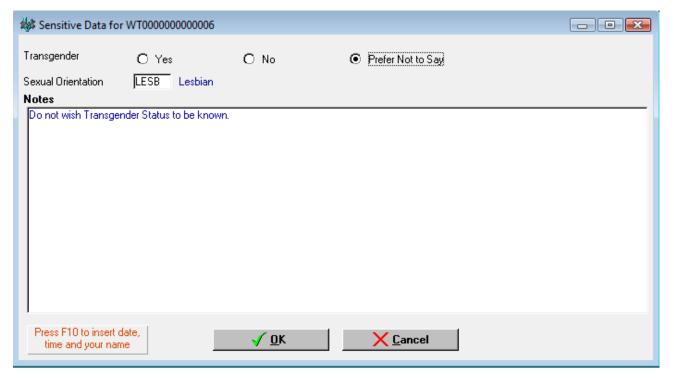
This extensive upgrade to the Recruitment and Selection Module of HRPersonnel represents a significant increase and improvement in the equal opportunities data that can be gathered during the recruitment and selection process. This reflects the increasing demands on compliance imposed by law and HR best practice.

#### The Improvements and Changes in Detail

The following paragraphs provide a description of the changes in this upgrade.

#### 1. A Notes field now added to the transgender form in Employee Details 2 Tab

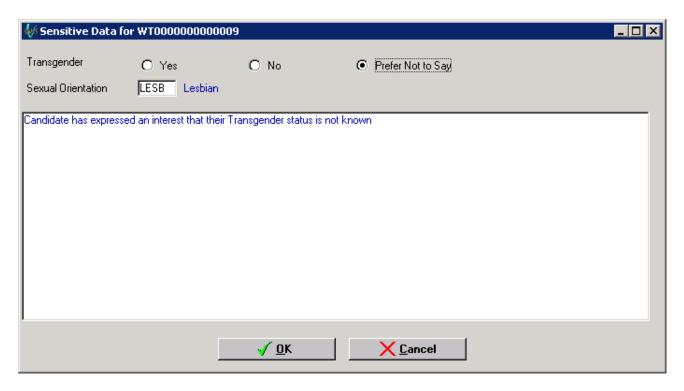
This is the only change made the employee record. All others are changes to the candidate data. And now this form has a special restricted access because of the sensitive nature of the data held.





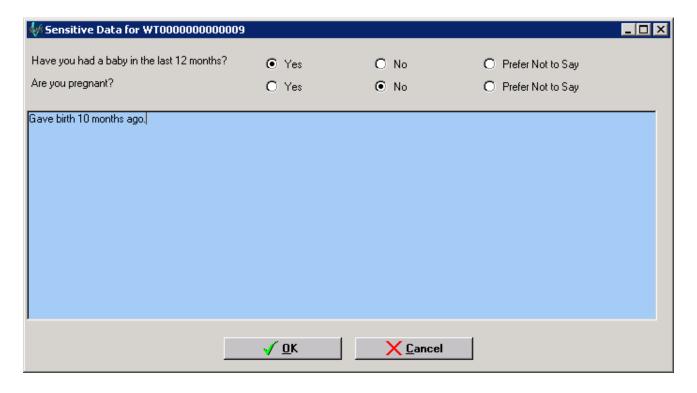
#### 2. The addition of the transgender form with Notes to the Candidate Form

A similar transgender form with notes has now been added to the candidate form.



#### 3. Pregnancy and Maternity

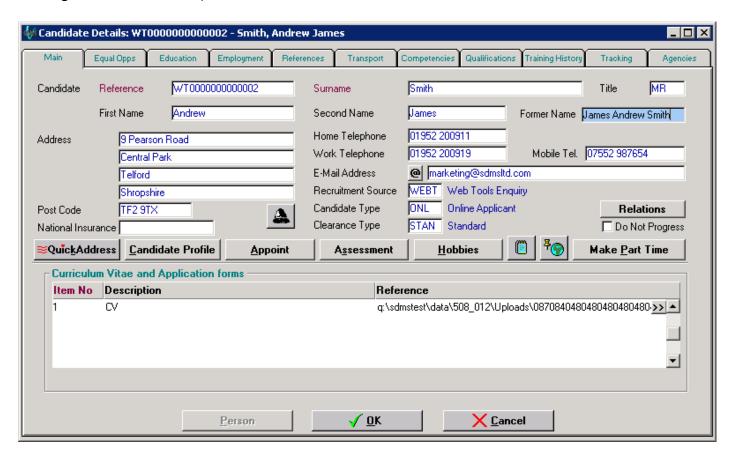
The candidate equal opportunities tab has also been extended to include additional data on pregnancy and maternity to reflect the sort of questions that some companies are now addressing during the recruitment process (with obvious legal safeguards). This is can only be accessed with the sensitive data access right.





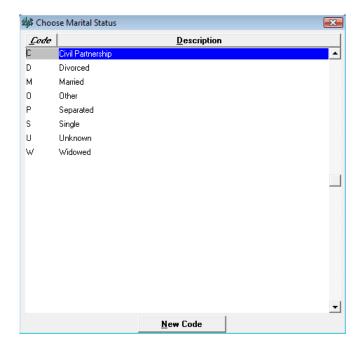
#### 4. Former Name Field

The ability to hold the persons former name is now available (This is not the same as the name before marriage or "maiden" name).



#### 5. Additional Code for Marital Status: Marriage and Civil Partnership

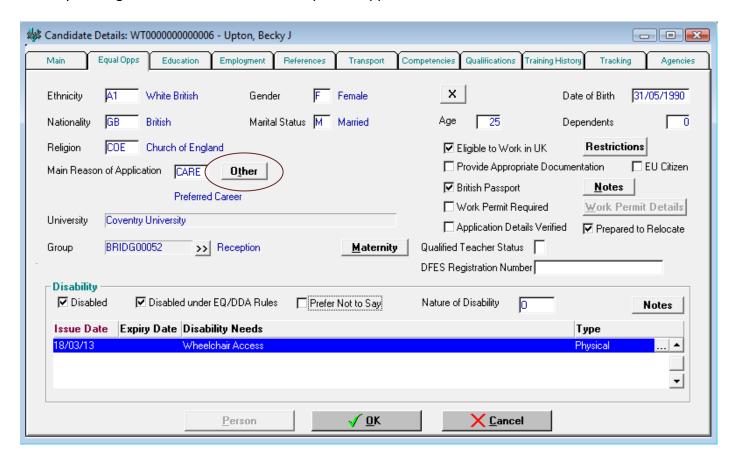
An additional code has been added for Civil Partnership to the Marital Status default code set.



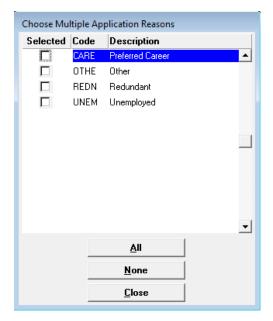


#### 6. Reasons for Applying

The previous reason for applying for the job has now been modified to allow more than one reason to be held. By clicking on the Other button a multi-picklist appears to allow the user to select from.



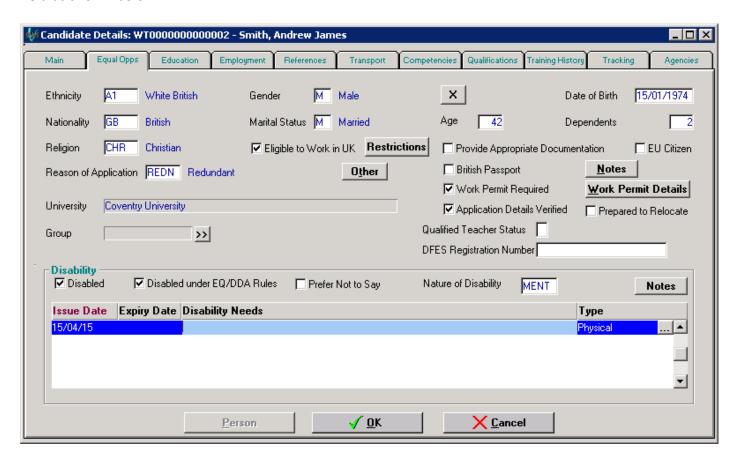
When selected, this offers a multi-picklist.



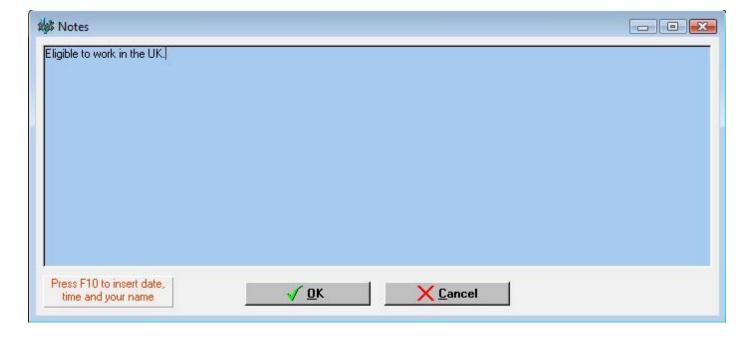


#### 7. Eligibility to Work in UK

In addition to the data already available in the Candidate Equal Opportunities form; additional data is now held as shown below:



When the Notes button is accessed it provides access to a Notes Screen:

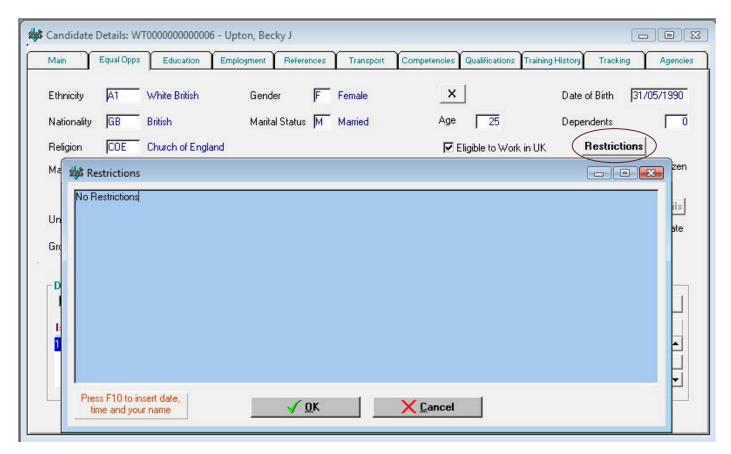




#### 8. Restrictions on Working in the UK

There is a new button called Restrictions next to the Eligible to Work in the UK field.

This will open a Notes pop up screen to insert the notes.

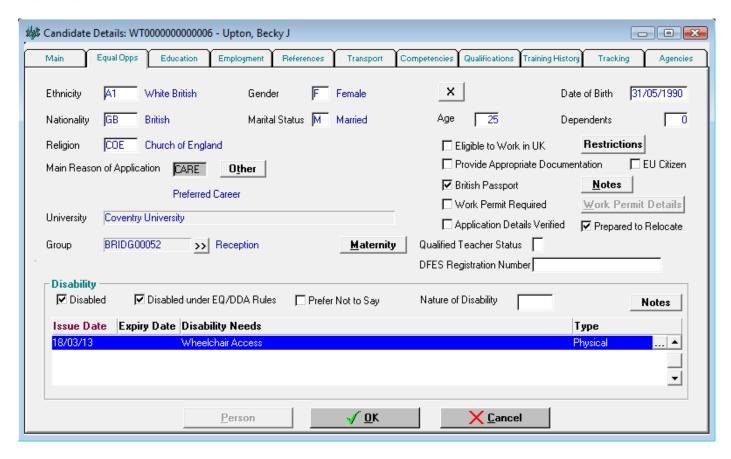


#### 9. Disability - Changes

The following New fields are now included:

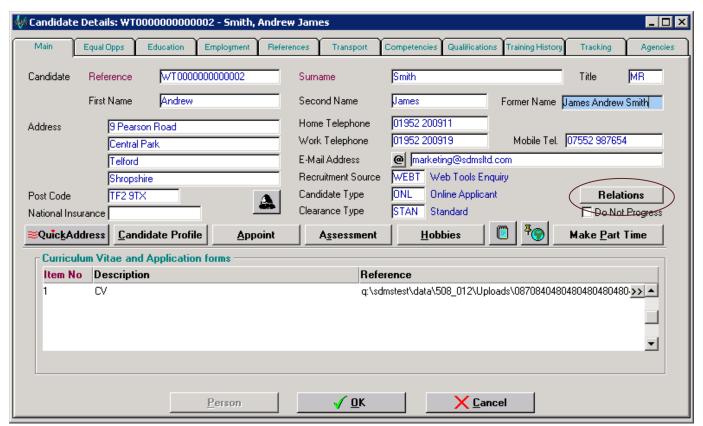
Disabled Disabled under EQ/DDA Rules Prefer Not to Say Nature of Disability and Notes button





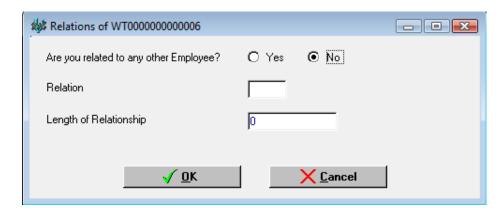
#### 10. Addition of Candidates Relationship to employed or related to members

We have inserted a new 'Relations' button to the right of Candidate Type.





Clicking the Relations button will show the following form:



#### 11. New Reports

The following new reports have also been added:

#### 11.1 Candidates by Nature of Disability with Vacancy

This report displays a list of Candidates by Vacancy with Vacancy Reference, Description of Vacancy, Candidate Reference, Candidate Name, Nature of their Disability and includes any notes that have been added to this record. This report also includes a total count of Candidates for the Vacancy

#### 11.2. Report on Transgender and Sexual Orientation Employee

This report displays a list of Employees by Staff Type with Staff Reference, Employee Name, with details on their Transgender and Sexual Orientation Status and includes any notes that have been added to this record. The report also includes a summary count of Employees by Staff Type and a grand total of Employees. This report is restricted to Sensitive Details Access Right because of the sensitive nature of the data held.



SDMS V Personnel Manager

**SDMS Ltd** 

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#### Person List by Staff Type 1 with Transgender and Sexual Orientation

Staff Type 10000000433 Bell, Irene Prefer Not To Say Sexual Orientation Transgender 001BROWN Brown, Steven Sexual Orientation Transgender Prefer Not To Sav 10000000427 Buclaw, lain Sexual Orientation Transgender Prefer Not To Say 00025 Chapman, Karl Prefer Not To Say **Sexual Orientation** Transgender HOLTEST01 Holdtest, User **Sexual Orientation** Transgender Prefer Not To Say

#### 11.3 Report on Transgender and Sexual Orientation Candidate

This report displays a list of Candidates by Vacancy with Vacancy Reference, Description of Vacancy, Candidate Reference, Candidate Name, with details on their Transgender and Sexual Orientation Status and includes any notes that have been added to this record. The report also includes a summary count of Candidates for each Vacancy and a grand total of Candidates. This report is restricted to Sensitive Details Access Right because of the sensitive nature of the data held.

#### SDMS V Recruitment & Selection SDMS Ltd

#### Candidates by Vacancy with Transgender and Sexual Orientation

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Vacancy SDMS Parker, Andrew		
Parker, Andrew		
Not Specified	Sexual Orientation	Not Specified
Upton, Becky J		
Not Specified	Sexual Orientation	Not Specified
Charcinski, Alina		
Not Specified	Sexual Orientation	Not Specified
Gough, Archie P		
	Savual Orientation	Not Specified
	Upton, Becky J  Not Specified  Charcinski, Alina	Upton, Becky J  Not Specified Sexual Orientation  Charcinski, Alina  Not Specified Sexual Orientation  Gough, Archie P





#### **Conclusion**

In designing these new features we have consulted extensively with existing customers as well as reviewing the most common additional requests made to SDMS Support or in the course of end user training and software presentations.

#### For more information or to arrange an On Line Presentation:

If you don't currently have HRPersonnel for Windows and would like more information and pricing or to arrange a free On Line Presentation please contact Sales and Business Development on 01952 200911 or email: <a href="mailto:sales@sdmsltd.com">sales@sdmsltd.com</a>