

## 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.

Sensitive Data for WT00000000000006

Transgender  Yes  No  Prefer Not to Say

Sexual Orientation  Lesbian

**Notes**

Do not wish Transgender Status to be known.

Press F10 to insert date, time and your name

## 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.

**Sensitive Data for WT0000000000009**

Transgender  Yes  No  Prefer Not to Say

Sexual Orientation  Lesbian

Candidate has expressed an interest that their Transgender status is not known

OK  Cancel

## 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 can only be accessed with the sensitive data access right.

**Sensitive Data for WT0000000000009**

Have you had a baby in the last 12 months?  Yes  No  Prefer Not to Say

Are you pregnant?  Yes  No  Prefer Not to Say

Gave birth 10 months ago.

OK  Cancel



## 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.

**Candidate Details: WT0000000000006 - Upton, Becky J**

Ethnicity:  White British    Gender:  Female    Date of Birth:   
 Nationality:  British    Marital Status:  Married    Age:     Dependents:   
 Religion:  Church of England  
 Main Reason of Application:   (circled)  
    Preferred Career  
 University:   
 Group:  >> Reception   

Eligible to Work in UK      
 Provide Appropriate Documentation     EU Citizen  
 British Passport      
 Work Permit Required      
 Application Details Verified     Prepared to Relocate  
 Qualified Teacher Status:     DFES Registration Number:

**Disability**

Disabled     Disabled under EQ/DDA Rules     Prefer Not to Say    Nature of Disability:    

Issue Date	Expiry Date	Disability Needs	Type
18/03/13		Wheelchair Access	Physical

      

When selected, this offers a multi-picklist.

**Choose Multiple Application Reasons**

Selected	Code	Description
<input checked="" type="checkbox"/>	CARE	Preferred Career
<input type="checkbox"/>	OTHE	Other
<input type="checkbox"/>	REDN	Redundant
<input type="checkbox"/>	UNEM	Unemployed

## 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:

**Candidate Details: WT0000000000002 - Smith, Andrew James**

Ethnicity  White British    Gender  Male    Date of Birth   
 Nationality  British    Marital Status  Married    Age     Dependents   
 Religion  Christian     Eligible to Work in UK    **Restrictions**     Provide Appropriate Documentation     EU Citizen  
 Reason of Application  Redundant    **Other**     British Passport    **Notes**  
 University      Work Permit Required    **Work Permit Details**  
 Group  >>     Application Details Verified     Prepared to Relocate  
 Qualified Teacher Status     DFES Registration Number

**Disability**

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

Issue Date	Expiry Date	Disability Needs	Type
15/04/15			Physical

      

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

**Notes**

Eligible to work in the UK.

Press F10 to insert date, time and your name

## 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.

The screenshot shows the 'Candidate Details' window for 'Upton, Becky J'. The 'Eligible to Work in UK' checkbox is checked. A red circle highlights the 'Restrictions' button next to it. A 'Restrictions' pop-up window is open, displaying a text area with the text 'No Restrictions'. At the bottom of the pop-up, there is a message: 'Press F10 to insert date, time and your name'. Below the text area are 'OK' and 'Cancel' buttons.

## 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



Clicking the Relations button will show the following form:

Relations of WT00000000000006

Are you related to any other Employee?  Yes  No

Relation

Length of Relationship

## 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

Date: 09/03/16 Time: 14:41:10 Page: 1

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

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

**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.

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

Date: 09/03/16 Time: 14:29:26 Page: 1

Vacancy Reference	Vacancy SDMS		
1			
WT00000000000005	Parker, Andrew		
Transgender	Not Specified	Sexual Orientation	Not Specified
WT00000000000006	Upton, Becky J		
Transgender	Not Specified	Sexual Orientation	Not Specified
WT00000000000007	Charcinski, Alina		
Transgender	Not Specified	Sexual Orientation	Not Specified
WT00000000000008	Gough, Archie P		
Transgender	Not Specified	Sexual Orientation	Not Specified

## Conclusion

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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:

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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: [sales@sdmsltd.com](mailto:sales@sdmsltd.com)