

# FOCUS ON FLEX



Hampshire and Isle of Wight

## Questions to ask managers at each stage of the hiring process

1 – VACANCY BRIEFING Understanding the role & opportunities for flex.	2 – ADVERTISING Reaching the best candidates including those in need of flex.	3 – SELECTION Inclusion at the heart of selection ensuring flex in the processes.	4 – ONBOARDING & INDUCTION Integrating flex into offering and onboarding.	5 – SUCCESSION & PROGRESSION Taking flex to the next role.
<p>Could the working pattern be arranged differently across the day/week/month?</p> <p>How predictable is the schedule in this role?</p> <p>Who are the key stakeholders and what do they need from the employee?</p> <p>When and how does the role holder need to be available?</p> <p>What is the unit of measure of this role? What can be reduced to accommodate reduced hours?</p>	<p>How much diversity do we have in our applications?</p> <p>Are there any under-represented groups not applying?</p> <p>Where are we advertising?</p> <p>Could different channels unlock wider or more diverse pools of talent?</p> <p>How are we telling our story?</p> <p>Do we talk about flexibility on our careers site and in our adverts?</p>	<p>What choices can we offer candidates on where and when they take part in the selection process?</p> <p>Does our process enable candidates to express preferred working patterns?</p> <p>Is it clear what the process will involve, time and location requirements etc?</p> <p>How much advance notice can we give them?</p> <p>How will we raise the subject of flexible working in the interview?</p> <p>What is on the table and what is not in terms of ways of working?</p>	<p>Have we explained the impact of their working pattern on their pay and benefits? E.g. pro-rated for part-time</p> <p>Will the ways of working need to be different during the induction period?</p> <p>Will this involve any challenges for the new joiner? E.g. location, times etc</p> <p>Have we incorporated their working patterns into the induction plan?</p>	<p>What examples of successful flexible working do we have in our senior roles?</p> <p>How are we sharing these stories?</p> <p>Are we considering ways of job-sharing and/or other flexibility for senior roles?</p>