Anonymised Candidate Profile – {initials}

We are committed to building a culturally diverse workforce and giving equal opportunities. Therefore, we have removed all identifiable characteristics from this profile to support equal hiring based solely on role-based merits. We have removed name, gender, education and personal details to prevent discrimination towards underrepresented groups.

Anonymising candidate profiles is an effective intervention for increasing diversity in organisations and reducing bias in recruitment. It allows the hiring manager to select candidates for interview without imposing any type of preconceived ideas or bias.

# Job Title: {jobTitle}

# Smart Recruiters Tracking URL (for Talent Acquisition Team use only):

{ref}

# Candidate Screening Notes

**Note - please delete before saving:** Insert notes from your screening call with the candidate; detailing why the candidate is suitable for this role, the candidate reason for leaving their current role, availability to start a new position, salary expectation, etc. Please remove all biases, including 'he/she' and gender language.

{notes}

# Key Skills

Note - please delete before saving: List candidate software capabilities and skills here. E.G. Adobe CS, Data specific software skill, Microsoft Office skills. Include skills which are required for this role and requested during the briefing from the stakeholder.

{#hasTags}Smart Recruiters Tags: {/hasTags}{#tags}{.}, {/tags}

# Employment History{#positions}

## {title}{#duration}

{duration}{/duration}{#content}{#paragraph}

{paragraph}{/paragraph}{#bullets}

* {.}{/bullets}{/content}

{/positions}

# Frequently Asked Questions

### Why remove personal information?

Personal details including sex, marital status or religion are irrelevant to the assessment of a candidate’s suitability to do a role. Also, while hobbies and interests may add personality to a profile, these may also enable assumptions to be made about a person that aren't based on their skills. This can ultimately facilitate unconscious bias.

### Why remove education?

Education is one of the least predictive forms of assessing if someone will perform well in a role. The name of an institution may be a proxy for intelligence, but it also signals a whole host of other socioeconomic biases. We are committed to hiring based on skillset and ability.

### What if my role requires specific qualifications?

If your role requires a specific type or level of qualification, we will detail the qualification in the candidate’s key skills. If you have any questions around this point, please reach out to your Talent Acquisition Partner to discuss if this qualification is an actual requirement for the role or a nice to have.

Once the hiring manager has requested an interview, the full candidate CV will be shared along with the initial interview invitation, to allow the hiring manager time to prepare for the interview with access to the candidate’s full CV.

*If you have any questions, please don’t hesitate to contact your Talent Acquisition Partner.*