

## Fair Museum Jobs - Paid Roles Checklist

This checklist can be used to benchmark your job descriptions, person specifications and job adverts against the [Fair Museum Jobs Manifesto](#).



If you tick 'No' to any of the questions, this is an area that you should review for improvement.

<b>Salary and Contract</b>	<b>Yes</b>	<b>No</b>
Is the salary clearly stated on the job advert and job description?		
If the job is part-time, is the actual take home salary listed?		
Does the role pay at least <a href="#">Real Living Wage?</a>		
Is the salary at least in line with the <a href="#">Museums Association Salary Guidelines (plus inflationary increase)?</a>		
If relevant, do you have a clear statement about any potential salary progression?		
Have you removed all questions relating to current or previous salaries from the application materials?		
Is the contract type clearly stated?		
Is the contract length clearly stated?		

<b>Job Requirements</b>	<b>Yes</b>	<b>No</b>
Have all qualification requirements been removed from the role description, with required skills and knowledge listed instead?		
Is the number of criteria in the person specification proportionate to the level of the job?		
Have you checked that no criteria on the person specification are duplicated?		
Do the criteria clearly apply to everyone equally within the bounds of the Equality Act 2010?		
Have you removed criteria that focus on personality traits rather than skills?		
Have you removed the need for a driving licence from the role, with the		

travel requirement outlined to allow the candidate to explain how they would achieve it instead?		
If a membership of a professional body is required, have you outlined the financial support available for maintaining this?		

<b>Job Description Papers</b>	Yes	No
Does the advert contain a contact for further information or questions?		
Does the advert have a clear closing date listed?		
Is the job information available in other formats? Is it clear how to request these formats?		
Is there both a job description and person specification available? (This may be one or two documents)		
Does the job description clearly describe the purpose and key tasks of the job?		
Is the person specification clear on how the candidate will be assessed for each criteria?		
Does your outlined application method give candidates enough space to fully evidence how they meet the criteria?		
Have you described the expected timeline for the recruitment process?		