



Nottingham Trent  
University

Employer Toolkits

# Sustainability Checklist

Version: 01  
Date: June 2023

Select



	Yes/No
<b>Select</b>	
<b>Candidate shortlisting</b>	
Do you print off CV's, covering letters and applications when reviewing candidates for a role?	
If YES, look at ways you can do this digitally to reduce your carbon footprint and paper use.	
Do you look for candidates who have a focus on sustainability?	
If NO, consider doing this is they are aligned to the main role requirements as they will be more than happy to support your business in the future.	
<b>Interviews</b>	
When sending out invitation to attend face to face interviews, do you include ways of commuting to your business other than car?	
You could provide them with public transport links to promote greener travel.	
Do you conduct remote interviews?	
If NO, can you consider doing this in the future or have first stage interview remotely and second on site to reduce travel?	
Do you send interview invites by mail?	
If YES, consider changing to digital to reduce paper usage, postage and transportation of delivery of mail.	
<b>Sustainability interview questions – it's important to not only consider the questions you want to ask but also be prepared for the questions you may be asked and have an answer to.</b>	
<p>Questions for candidate:</p> <ul style="list-style-type: none"> <li>• How would you incorporate sustainability principles in your day-to-day work with this role?</li> <li>• How do you stay up to date with best practice around sustainability?</li> <li>• What is your understanding of ESG's (Environmental, Social and Governance)?</li> <li>• What are your thoughts on climate change?</li> </ul>	
<p>Questions candidate may ask you:</p> <ul style="list-style-type: none"> <li>• Do you have a sustainability policy?</li> <li>• Do you have or are you working towards any sustainability accreditations?</li> <li>• Do you measure the business carbon footprint?</li> <li>• What does the business do in support of community engagement?</li> <li>• What are the company values and mission?</li> </ul>	

<ul style="list-style-type: none"><li>• How does the company support work life balance?</li><li>• What technology and digital tools do the company use?</li><li>• What is the company culture like?</li><li>• What are your plans for Net Zero?</li><li>• What are your thoughts on climate change?</li><li>• How can I play a part in sustainability with the business?</li></ul>	
<b>Assessment days</b>	
If you conduct assessment days, are they online/remote?  If NO, explore how you can move to this way of working.	