

## Participant Information Sheet (PIS) Development Tool

### Research Project title

Graduate Skills Unpacked: Employer Expectations Post-Pandemic

### Invitation paragraph

You are being invited to take part in a research study. Before you decide whether or not to take part, it is important for you to understand why the research is being done and what it will involve. Please take time to read the following information carefully and discuss it with others if you wish. Please ask any questions you may have.

### What is the purpose of the research project?

We are conducting in-depth, semi-structured interviews to explore the nuances of skill priorities and perceived shifts in skill demand since the COVID-19 pandemic. Your participation will help us uncover the *why* behind current trends, informing actionable recommendations for universities and graduates.

### Why have I been invited to participate?

You are invited to take part in a research study investigating how employer expectations regarding graduate skills have evolved in the post-COVID-19 labour market. As a senior professional with expert insight into graduate recruitment in the London economic hub, your participation is invaluable to this project. The findings will inform universities and career services nationally.

### Do I have to take part?

It is up to you to decide whether or not to take part in this research project. If you do decide to take part you will be given this information sheet along with a privacy notice that will explain how your data will be collected and used, and be asked to provide your consent to participate. If you decide to take part you are still free to withdraw at any time and without giving a reason, by contacting the researcher.

### What will happen to me if I take part?

If you agree to take part, you will participate in a semi-structured interview lasting approximately 45 minutes. The interview can be conducted via video call or face-to-face at your workplace. The discussion will focus on the nuances of your company's skill priorities and how these have shifted since the pandemic. The interview will be audio-recorded to ensure accurate transcription.

### What are the possible disadvantages and risks of taking part? (where appropriate)

There is a minimal risk of discussing commercially sensitive information. The Interviewer is trained to manage these discussions and will immediately stop the audio recording if required. All sensitive information will be anonymised or redacted.

### What are the possible benefits of taking part?

You will gain access to the final project report, providing valuable, research-backed insight into current skill trends. You will also contribute to improving HE curricula nationally.

**What data will you collect about me?**

We are interested in your views and experiences on graduate recruitment in London.

**Will what I say in this research project be kept confidential?**

All information collected will be kept strictly confidential (subject to legal limitations) and we commit to the following measures:

- **Anonymity:** All interview transcripts will be rigorously anonymised. Pseudonyms will be used, and all identifying details (your name, job title, and the name of your company) will be redacted from the transcripts before analysis and publication.
- **Reporting:** Findings will be reported in an aggregated manner to prevent identification. No specific quote will be attributed to you or your organisation without explicit, ongoing consent.

**How will you look after the data you collect about me?**

- **Personal Data Collected:** We will collect and store your name and contact details for recruitment and scheduling purposes only.
- **Data Security:** All audio recordings, transcripts, and personal contact details will be stored securely in password-protected files on a dedicated, non-shared University computer.
- **Data Retention:** Audio recordings will be destroyed immediately after transcription and verification. The final anonymised transcripts will be retained for a minimum of six years and will be deposited in the UK Data Archive for long-term storage and reuse.

At all times this research study will comply with the UK General Data Protection Regulations (2018).

**What will happen to the results of the research project?**

The results of the research project will be published in a report and journal articles as well as used as conference presentations.

**What should I do if I want to take part?**

You will be asked to complete an Informed Consent Form and to opt-in to a variety of research options by ticking the Yes or No box. This will confirm you understand how your data will be processed, protected and reviewed for research purposes.

**Who is organising and funding the research project?**

The Chief Investigator is Sviatlana Kroitar, a Visiting Research Fellow at the University of Leicester. This research/project is funded by the BA/Cara/Leverhulme Research Support Grants.

**What if something goes wrong?**

In the very unlikely event of you being harmed by taking part in this research project, there are no special compensation arrangements. If you are harmed due to someone's negligence, then you may have grounds for legal action but you may have to pay for it.

**Who has reviewed the research project?**

The research project has been approved by the University of Leicester Research Ethics Committee.

**Contact for Further Information**

Sviatlana Kroitar on [sk1092@leicester.ac.uk](mailto:sk1092@leicester.ac.uk)

If you have any concerns or queries about the way in which the research project has been conducted, you should contact the Chair of the University Research Ethics Committee on [ethics@le.ac.uk](mailto:ethics@le.ac.uk).

If you require more GDPR data protection information then you can access this via the University's Information Assurance Services:

Information Assurance Services  
University of Leicester  
University Road  
Leicester  
LE1 7RH  
T: +44 (0)116 229 7945  
E: [dpo@le.ac](mailto:dpo@le.ac)  
W: <https://www2.le.ac.uk/offices/ias/>

Thank you