

Checklist for Search Committee Chairs for Inclusive Searches



Check box/Completion date

Position # _____

- _____ We have met with the Dean to clarify the scope of this position.
- _____ We have reviewed our diversity plan.
- _____ We have worked closely as a department/unit to define the position broadly.
- _____ We have formed our committee early to ensure we have adequate time to do a strong search.
- _____ Our committee includes people who value diversity and includes diverse perspectives and experiences.
- _____ All committee members have completed the “Inclusive Hiring” training.
- _____ We have discussed training points including cognitive errors and implicit bias as they relate to this specific search.
- _____ We have written our advertisement to attract excellent candidates from a wide variety of backgrounds.
- _____ The advertisement signals our interest in increasing diversity.
- _____ We have discussed the option of requesting a Diversity Statement from applicants
- _____ Our search plan is designed to broaden and diversify our applicant pool through emails, calls, listservs, and ad placement that encourage many people to apply.
- _____ We have discussed how we will work our networks with equal opportunity in mind and will enhance the pool by actively recruiting to encourage applications from excellent and diverse candidates.
- _____ We have discussed the evaluation criteria we will be using when we screen applicants to create the short list.
- _____ We have prepared our interview questions, and have confirmed that they do not include language that would solicit protected class information.
- _____ Our questions include at least one that assesses the applicants’ valuing of diversity & inclusion.
- _____ We are prepared to share information about dual careers resources and plan to work with applicants to address dual career challenges.
- _____ We have scheduled a reminder to check with Affirmative Action Specialist in Employee Relations about the diversity of our pool before moving to the first phase of the application review process.
- _____ We are committed to extending the submission deadline if feedback from the Affirmative Action Specialist in Employee Relations indicates our pool does not reflect market availability.
- _____ We have scheduled a reminder to summarize the search in a debriefing report to the Dean. The report will include recommendations for future searches.

- We confirm that these steps for an inclusive hire have been taken and we are ready to proceed.**

Once you have successfully completed this checklist, please submit the document to your Dean.