

Audit Questionnaire Step 8: Building an Inclusive Talent Proposition Through Recruitment, Hiring, and Search Committee Development

1. Do university or college policies and/or procedures address the importance of considering diversity and equity in hiring processes?

___ Yes ___ No ___ For certain types of positions

Please explain:

Please provide the specific policy references:

a. What aspects of the hiring process in relation to diversity are included in policies and/or procedures?

- Affirmative action goals
- Appointment processes
- Advertising plans
- Diversity mission, strategic plan, and goals
- Search committee composition
- Search committee training
- Search waivers
- Other (please specify):

Are search committees charged by the hiring authority?

___ Yes ___ No ___ For certain types of positions

Please explain:

b. Does the charging process refer to university or college diversity mission, vision, and goals?

___ Yes ___ No

Please explain:

c. Do search committees receive department-specific data on the race/ethnicity and gender of incumbents and related affirmative action goals?

Yes No

d. Are search plans reviewed for broad outreach including specific publications that might reach diverse audiences?

Yes No

e. Are funds available for enhanced outreach, when departments are seeking to address underrepresentation, particularly in fields where the availability of women and minorities may be limited?

Yes No

2. Is language included in job postings that reflects an interest in candidates who contribute to diversity priorities of the institution and department?

Yes No

Please explain:

3. Do search committees receive training related to search processes and equitable consideration of candidates?

Yes No

a. Please indicate the types of training offered:

b. Does the training address common errors or biases that can impact search outcomes?

Yes No

c. Does the training provide examples of standardized, job-related evaluation criteria for screening and interviewing?

Yes No

d. Does the training include information on structured interviewing including behaviorally based questions?

Yes No

4. Does the institution appoint diversity liaisons to search committees to ensure consistency in search processes?

Yes No

Please explain:

5. Does the hiring authority or institutional diversity officer periodically review aggregate applicant pools to determine the need for additional advertising or outreach?

Yes No

6. Are evidence-based, job-related evaluation criteria established for screening applications?

___Yes ___No

7. Are short lists for on-campus interviews reviewed by the diversity liaison or hiring authority to ensure inclusion of members of underrepresented groups whenever possible?

___Yes ___No

8. Does the institution provide interview guidelines that address interview protocols, illegal questions, and the types of questions that lead to fair evaluation?

___Yes ___No

9. Does the institution provide guidelines and sample reference-checking forms that address the need for job-related inquiries, possible evaluative biases, and avoidance of unsuitable questions?

___Yes ___No

10. Does submission of the final candidates recommended for hire include a statement of the efforts made to recruit and interview women and underrepresented minorities?

___Yes ___No

11. Is the salary offer reviewed by the hiring authority for considerations of internal and external equity?

___Yes ___No

Summative Evaluation: Please provide a summative evaluation of the results of this questionnaire and concrete steps for enhancement:

Goals for enhancement:

- 1. _____
- 2. _____
- 3. _____