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:
   
   ____________________________________________
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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. _________________________________________________________________________________