INCLUSIVE HIRING BEST PRACTICES: REMOVING BARRIERS AND MITIGATING SEARCH COMMITTEE BIAS

Use this workbook to track your notes while viewing this video course. These notes will help you and your search committee discuss and analyze your current policies and practices to remove barriers and mitigate bias in your search process. Be sure to track any questions that you want to raise with your search committee based on any new information you learned in this video course.

Lesson 1: Getting Started (approximately 29 minutes)

- Speaker & Topic Introduction
- Selecting Members of the Search Committee
- Job Description Review Process
- Mitigating Barriers for Your Candidate Pool

Lesson 2: Candidate Recruitment (approximately 18 minutes)

- Developing Committee Consensus and Writing the Advertisement
- Revisiting Common Hiring Practices
- Best Practices for Pool Development
- Posting the Job Ad
- Coordinating Outreach

Lesson 3: Preliminary Candidate Selection (approximately 19 minutes)

- Personal Biases and their Influence in the Search Process
- Setting Ground Rules to Mitigate Bias
- Diversity Statements
- Evaluating Candidates
- Initial Screening Interviews

Lesson 4: Formal Interview (approximately 21 minutes)

- Scheduling Considerations for On-Site Interviews
- Plan for Consistent Interview Questions and Interview Day Experience
- Internal Candidate Considerations
- Feedback for Candidates
- Search Firms
- Search Advocates

Lesson 5: Final Assessments, Hiring, and Onboarding (approximately 25 minutes)

- Candidate Reference Checks and Background Checks
- Final Candidate Recommendations for Hire
- Best Practices to Memorialize Your Search Process
- Onboarding New Hires
- Closing Remarks