SAMPLE CHECKLIST FOR SEARCH COMMITTEE CHAIRS FOR INCLUSIVE SEARCHES

- ☐ We have met with our Executive Leader to clarify the scope of this position.
- ☐ We have reviewed our diversity plan.
- ☐ We have worked closely as a 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 an implicit bias training program and discussed how to hold one another accountable to our implicit biases.
- ☐ 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 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 indicates our pool does not reflect market availability.
- ☐ We have scheduled a reminder to summarize the search in a debriefing report to the area Executive Leader. 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.**