Equity & Diversity Search Protocol

1. Position Description
Develop a position description that carefully reflects the needs of the position. When determining the essential qualifications, consider:

- The level of education you are requesting and whether or not the proposed requirements are truly essential to the performance of the position.
- Does the degree requirement reflect other similar positions at the University and across the country?
- Do any of the essential qualifications unnecessarily exclude individuals based upon their disability status?
- Consider non-traditional factors such as effectiveness and essential attitude for the position.

2. Advertising/Recruiting
- Conduct research on the most successful venues to advertise the position to access diverse candidates. Use your search committee members as a resource and EOAA's Diversity Recruiting Database.
- When you invite candidates from diverse backgrounds to apply for a position, include opportunities for them to get a sense of the diversity in the broader community (such as a tour or attendance at a reception).
- Think about what kind of recruiting will be most effective for the particular position/field.
- Include language in your advertisement that shows your commitment to diversity. For example, "We are seeking to enrich the diversity of the University community. We invite applicants from the following disciplines to apply."
- Consider developing a communication plan for promoting the position in relevant communities and how to use internal resources to increase the pool of applicants.
- Consider asking candidates whom you invite for an interview how they heard about the position.
3. **Search Committee**
- Determine key individuals who have an interest and who will have valuable input into the position.
- Gather a diverse group of individuals who will bring diverse opinions to the discussion and who may be able to refer/recruit individuals from a variety of backgrounds to apply for the position.
- Emphasize the importance of consistency in the process with the search committee. Each candidate should be treated the same way.
- Members of the search committee should disclose any personal relationship or potential conflict of interest with a candidate.

4. **Tracking of Applicants**
- Use the University's online application system to post job opportunities so that candidates have an opportunity to supply demographic information on a voluntary basis when they apply for the position.
- The person staffing the search should track candidates at each stage of the selection process, including those who are not qualified, referred to the search committee, interviewed and job offered either by entering the information directly into the online system or by creating a system for tracking this information (depending upon the position).
- For unsuccessful candidates, the person staffing the search or the human resources representative for your unit should enter the reason for non-selection into the applicant tracking system.
- Upon conclusion of the search, the file should be maintained in accordance with record retention requirements and housed in a location where it can be accessed in the event of a complaint, audit or Data Practices Act or Freedom of Information Act (FOIA) request.

5. **Affirmative Action**
- Invite a representative from the Office of EOAA or the EOAA liaison from your unit to the first search committee meeting to communicate University-wide affirmative action goals for the specific position and to explain the appropriate/legal way to consider diversity in the search process.
6. Applicant Pool

- Review the applicant pool for diversity more than once over the course of the process. Consider alternative recruiting resources if you are not satisfied with the pool of candidates.

7. Interview Questions

- Develop interview questions that seek information from candidates about their experience working with diverse communities and cultures.

- Weave questions about diversity experience into more than one focused question if possible.

- Encourage questions that seek information about how identity or lived experience affects the way they do their work.

8. Accessibility

- When you invite candidates to interview, ask them if they will need any sort of accommodation.

- Consider accessibility issues if your committee is going to request that the candidates do a presentation, take a test, or perform any activity other than respond to questions.

9. Demographic Data

- All of the information discussed within the search committee should remain confidential. Information about candidates may be shared only with the members of the search committee and those with a "need to know," including the hiring authority.