

Inclusive Hiring Checklist

Position : _____ College/ Department : _____

Check all guidelines the Search Committee will use:

Search Committee Guidelines

___ All members of the Search Committee will review the UA Search Committee Guidelines document.

Requisition

___ All members review EEOC Guidelines for Acceptable Pre-Interview Inquiries .

Additional updates to PD/Requisition: _____

Recruitment Strategy

___ Review diverse resumes already on file.

___ Contact graduate/professional school programs to recruit.

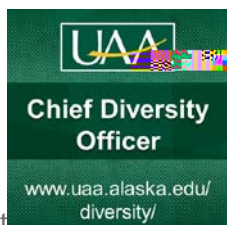
List programs to be contacted: _____

___ Contact colleagues in discipline for recommendations/sharing.

List of contacts: _____

___ Contact professional organizations to share position.

List organizations: _____



___ Provide information on implicit bias:

___ Search committee will watch UA Div