HIRING CHECKLIST: Basic principles, samples, and examples:

The goal of the hiring checklist is to provide a basic structure that assists Faculties and departments to implement best hiring practices as they plan and carry out their searches. Inclusive searches don't just happen – they depend on proactive steps at timely points in the process.   The key ingredients to a well-designed search include:

1. **Maximizing the potential breadth of the search within the research areas**. Possible strategies: including more than one related research areas, interdisciplinary connections, choosing broad research areas instead of specific areas of expertise. If you can think of all the people who would possibly apply, you have probably defined the search too narrowly.
2. **A diverse search committee, in terms of gender and other equity groups***, and in terms of getting broad expertise to have a range of perspectives. To achieve diverse input to the committee, you may want to involve members outside of the unit.
3. **Proactive diverse recruitment, beyond usual advertising**: identifying expected availability of equity groups before the ad goes out (help available from Provost/Equity office), looking beyond the "usual" places, getting faculty involved in casting a wide net, awareness of unconscious bias in the recruitment stage, tracking the applicant pools before the ad deadline to determine if additional recruitment strategies are necessary.
4. **Orientation of the search committee on best hiring practices**, as listed below. Ensure that your plan includes collecting broad input at the applicant, interview, and decision stages.
5. **Consider criteria that take into account a range of strategic elements**, including the "extras" that applicants bring to the position in addition to the "usual" elements (e.g. research and teaching excellence).

The hiring checklist is meant to assist units and Faculties to plan ahead, so that they can take timely actions as the search progresses. Examples are included below for your convenience. Faculties are welcome to include these items in their own format, please just confirm your own version with the Provost's Office. Additional samples of completing the checklist and recruitment plans are included, and further assistance is available as plans and procedures are developed.

Best practices for UBC searches are covered in FR Guidelines and search committee orientation. They include designing a broad ad, setting diverse committees, defining objective criteria early in the process, documenting proactive recruitment strategies used, orientation of hiring committees, broad consultation, tracking availabilities of equity groups, objective and consistent interview practices, appropriate negotiations and offers.

* From UBC's ad template: "…especially welcome applications from members of visible minority groups, women, Aboriginal persons, persons with disabilities, persons of minority sexual orientations and gender identities, and others with the skills and knowledge to engage productively with diverse communities."

SAMPLE HIRING CHECKLIST:

Please complete the following checklist (or the one approved for your Faculty) and include it with your request for hiring ad approval. The checklist is designed to assist you as you develop your ad and recruitment plan to support diversity and equity goals.

DEPARTMENT/DIVISION ITEMS:

□ A recruitment plan as filed with home Faculty is attached or available at (provide URL). (An example is provided below)

□ Request for workforce availability percentages that you would expect for equity groups in the search. Please provide keywords for search areas so that we can assist you in determining these percentages where possible, or provide the available workforce availability percentages together with the source. (check any that apply, or indicate if you need assistance)
_____Provost Office _____ Equity Office _____Online resources or databases

□ Orientation of the search committee on effective search practices for diversity to be scheduled _____(approximate date). Please indicate if you have resources for orientation session in your Faculty, or request orientation from central UBC.

□ Provide date advertisement to be posted _____

□ Provide date for review of files to start _____ (You would typically want the orientation to take place well before this date)

□ Please include the Starting Salary data from the Faculty or department where the search will be conducted:

These items are confirmed by: (dept/committee contact name)
_____

FACULTY ITEMS:
□ Please indicate Faculty contact to review composition of hiring committee, and items above:

□ Please indicate if you have resources for tracking the applicant pools during the application process.   For example,
_____ an online employment equity survey tool _____ some other means (please indicate)

□ Please indicate when you last reviewed Faculty Equity Plan with Equity Office (part of Workforce Analysis/Hiring Report from UBC Equity Office):

These items are confirmed by: (Faculty contact name) _____
May be additional items depending on Faculty format