

## **SAMPLE (COMPLETED) 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:

- X** A recruitment plan as filed with home Faculty is attached or available at (provide URL). (An example is provided below) **(See below for recruitment plan items)**
- X** 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) **Need assistance, list of research areas**  
\_\_\_\_\_ Provost Office \_\_\_\_\_ Equity Office \_\_\_\_\_ Online resources or databases
- X** Orientation of the search committee on effective search practices for diversity to be scheduled \_\_ **October 2012**\_\_ (approximate date). Please indicate if you have resources for orientation session in your Faculty, or request orientation from central UBC. **Request central UBC assistance**
- X** Provide date advertisement to be posted \_\_\_\_\_ **September 2012** \_\_\_\_\_
- X** Provide date for review of files to start \_\_ **October 2012**\_\_ (You would typically want the orientation to take place well before this date)
- X** Please include the Starting Salary data from the Faculty or department where the search will be conducted: **90-92K**

These items are confirmed by: (dept/committee contact name) \_\_\_\_\_  
**Name of search committee chair or dept head** \_\_\_\_\_

### FACULTY ITEMS:

- Please indicate Faculty contact to review composition of hiring committee, and items above: **Contact from Dean's office/Assoc Dean**
- X** Please indicate if you have resources for tracking the applicant pools during the application process. For example,  
\_ **X** \_\_\_\_\_ an online employment equity survey tool \_\_\_\_\_ some other means (please indicate)
- X** Please indicate when you last reviewed Faculty Equity Plan with Equity Office (part of Workforce Analysis/Hiring Report from UBC Equity Office): **Jan 2012**

These items are confirmed by: (Faculty contact name) \_\_: **Contact from Dean's office/Assoc Dean**  
**May be additional items depending on Faculty format**

## **SAMPLES:**

### **Items to include in recruitment plan:**

Identify how the proposed ad and search activities will attract a broad candidate pool relative to the discipline.

Plan for ensuring proactive recruitment of diverse candidates : identifying web sites, centres or institutes for advertising, other leaders in the field for broad advertising, organizing plan with search committee and/or unit for proactive contact of individuals and alternate venues

Plan for documenting successful efforts and identifying venues for recruitment for future use, also to be reviewed in connection with tracking candidate pools.

Tracking candidate pools: Reviewing diversity of candidate pools before deadlines to see if additional proactive recruitment is warranted, review diversity of applicant pool with Faculty contact before proceeding with interview stage

Plan for diverse search committee, and for broad input to search committee and departmental standing committee at all stages: review of files, selecting long/short lists, interviews, and selecting successful candidate.

Plan training session and review materials throughout the search: e.g. set criteria early, review unconscious bias materials, ensure consistency of search and interview practices, etc.

Plan for identifying and handling conflict of interest.

**May be additional items depending on Faculty format**