

**1. The Search Committee**

<input type="checkbox"/> Recruit a diverse search committee	<input type="checkbox"/> UA Guide to Successful Searches - "Committee Size and Composition" <input type="checkbox"/> ODIEX Recruitment Strategies p.1 - "Launching Your Search #2" <input type="checkbox"/> CU Best Practices p.10 - "Selecting Search Committee Members"
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<input type="checkbox"/> Identify a diversity advocate on the search committee	<input type="checkbox"/> CU Best Practices p.28 - "Tools for the Diversity Advocate..."
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<input type="checkbox"/> Schedule a training for the full search committee on successful recruitment strategies	<input type="checkbox"/> Laura Hunter Program and Research Manager Office of the Provost Room 412F lahunter@email.arizona.edu (520) 626-5502
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**2. The Position Description & Application**

<input type="checkbox"/> Include specific language about contribution to diversity and inclusion	<input type="checkbox"/> UA Guide to Successful Searches - "Diversity Commitments" <input type="checkbox"/> CU Best Practices p.16 - "Diversity Language"
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<input type="checkbox"/> Consider asking applicants to submit a personal diversity statement	<input type="checkbox"/> UA Guide to Successful Searches - "Application Materials" <input type="checkbox"/> CU Best Practices p.16 - "Language Inviting Applicants to Include Diversity Statements"
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<input type="checkbox"/> Highlight the strengths of the university and college	<input type="checkbox"/> UA Writing the Advertisement - "Marketing the Position with the Advertisement" <input type="checkbox"/> ODIEX Recruitment Strategies p.1 - "Building Your Pool #5"
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**3. Recruiting Applicants**

<input type="checkbox"/> Identify target publications to advertise	<input type="checkbox"/> <b>Specific list of publications from Annette</b> <input type="checkbox"/> UA Advertising for the Position - "List of Publications" <input type="checkbox"/> CU Best Practices p.30 - "Advertising Resources"
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<input type="checkbox"/> Utilize active recruiting strategies	<input type="checkbox"/> UA Guide to Successful Searches - "Developing the Recruitment Plan" <input type="checkbox"/> ODIEX Recruitment Strategies p.1 - "Building Your Pool #4" <input type="checkbox"/> CU Best Practices p.17 - "Active Recruiting"
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<input type="checkbox"/> Consider campus funding sources to expand recruitment efforts	<input type="checkbox"/> ODIEX - Strategic Priorities Faculty Initiative
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**4. Reviewing Applicants**

<input type="checkbox"/> Review the role of unconscious bias with committee members	<input type="checkbox"/> ODIEX Recruitment Strategies p.2 "Reviewing Candidates #6" <input type="checkbox"/> ODIEX Recruitment Strategies p.3 "How do unconscious assumptions shape hiring?" <input type="checkbox"/> CU Best Practices p.12 - "Interventions to avoid common biases or errors in search process"
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<input type="checkbox"/> Utilize a standardized application evaluation rubric that includes contributions to diversity and inclusion	<input type="checkbox"/> MEZCOPH Document - "Candidate Evaluation Tool" <input type="checkbox"/> CU Best Practices p.27 - "Sample Candidate Evaluation Form"
<input type="checkbox"/> Ensure all committee members review all applications	<input type="checkbox"/> UA Guide to Successful Searches - "Committee Participation"
<b>5. Interviewing Candidates</b>	
<input type="checkbox"/> Include an interview schedule and list of key campus resources in invitation email	<input type="checkbox"/> ODIEX Recruitment Strategies p.2 "Campus Visits and Ongoing Recruiting #9" <input type="checkbox"/> ODIEX Document - "Campus Invitation Email Template" <input type="checkbox"/> CU Best Practices p.21 - "On-Campus Visits and Interviews"
<input type="checkbox"/> Review guidelines on questions that are not acceptable to ask	<input type="checkbox"/> UA Appendix C - "Questions to Avoid" <input type="checkbox"/> CU Best Practices p.23 - "Guidelines for Interview Questions"
<input type="checkbox"/> Utilize a standardized set of interview questions, including questions about contributions to diversity and inclusion	<input type="checkbox"/> UA Appendix B - Library of Interview Questions - "Understands Diversity Issues and Creates Supportive Environment..." <input type="checkbox"/> ODIEX Recruitment Strategies p.2 "Reviewing Candidates #8" <input type="checkbox"/> CU Best Practices p.24 - "Guidelines for Assessing Candidate's Ability to Work/Teach in a Diverse Environment"
<input type="checkbox"/> Utilize a standardized review form for committee members and others to document interview notes for each candidate	<input type="checkbox"/> UA Guide to Successful Searches - "Interview Documentation" <input type="checkbox"/> ODIEX Recruitment Strategies p.4 - "Use an Evaluation Tool" <input type="checkbox"/> CU Best Practices p.27 - "Sample Candidate Evaluation Form"
<input type="checkbox"/> Utilize a standardized set of reference questions, including questions about contributions to diversity and inclusion	<input type="checkbox"/> UA Appendix E - "Sample Reference Check Questions" <input type="checkbox"/> CU Best Practices p.22 - "Checking References"
<b>6. Making an Offer</b>	
<input type="checkbox"/> Maintain ongoing communication with candidates about the status of the search process	<input type="checkbox"/> UA Guide to Successful Searches - "Applicant Communication" <input type="checkbox"/> UA Appendix F - "Sample Letters to Applicants and Candidates"
<input type="checkbox"/> Consider sharing with candidates what aspects of the offer can be discussed in negotiations	<input type="checkbox"/> CU Best Practices p.21 - "Negotiating the Offer"
<b>7. Evaluating the Search</b>	
<input type="checkbox"/> Conduct a post-search debrief to evaluate the search process	<input type="checkbox"/> UA Guide to Successful Searches - "Wrapping Things Up" <input type="checkbox"/> CU Best Practices p.22 - "Evaluating the Search"
<input type="checkbox"/> Consider seeking feedback from candidates who turned down offers to better evaluate search process	<input type="checkbox"/> CU Best Practices p.18 - "Reviewing Candidate Shortlist"