

Diverse Recruitment Strategy

Related Staff Recruitment Search Process Documents can be found on the [Staff Hiring Resources](#) page

Steps to Ensure Diversity Hiring	HM/TA	Date	√	Comments
Meet with Recruiter to discuss diversity recruiting. How it is important and why.	HM/TA			
Discuss and determine how to select a diverse hiring committee to assist in the recruitment, evaluation and selection of the candidates.	HM/TA			
Review current division demographics to see what areas are lacking in diversity representation currently.	HM/TA			
Hiring committee to complete Unconscious Bias training	HM			
Determine appropriate community partners and share job posting information	TA/HM			
Post to Linked In if appropriate (TA). Share position with your network and cascade to colleagues to share with their network.	TA/HM			
Post position with diversity user groups in Linked In to attract candidates (ALANA, Veteran, Disabilities)	TA			
Work with committee and colleagues to identify targeted user groups, conferences and publications to share job posting.	HM/TA			
Research and connect with other colleges who diversity initiatives to share job posting information.	HM/TA			
Reach out to Job Elephant, advertising partner, to determine appropriate diversity websites to post position to.	TA/HM			
Post to other social media sites if appropriate (Facebook, Twitter and Instagram)	TA/HM			
Recruiter provides spreadsheet reflecting the diversity of the initially selected candidates to move forward with	TA/HM			
Review candidates and select pool to be phone screened, interviewed and selected throughout the process keeping diversity representation in mind.	TA/HM			