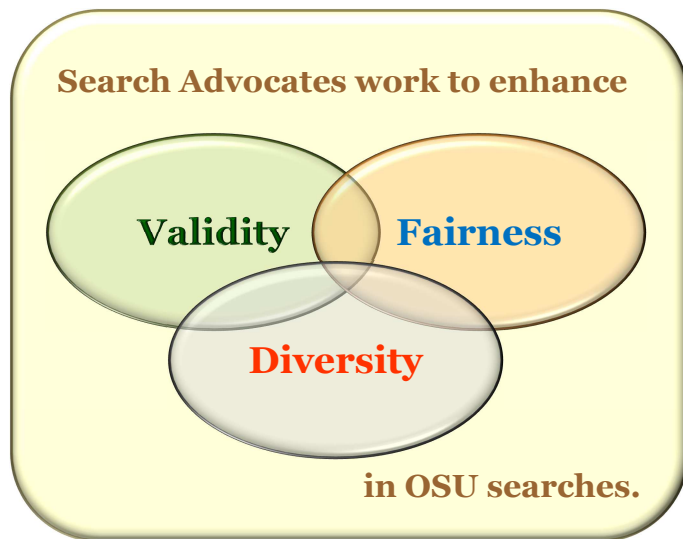


OSU Search Advocates

Mission:



Principles:

Diversity and Inclusion

- Infuse diversity into the process—don't make it an “add on.”
- Review the position to determine and articulate the relevance of diversity. Ask applicants to address it.
- Cast your net broadly and actively to capture a diverse pool.
- Sort people in, not out. Look for strengths.

Expansive Thinking

- Challenge quick assumptions. What might you be missing?
- Attend to unconscious bias. Ask questions.

Full Participation

- Encourage communication between decision maker, search committee and stakeholders.
- Attend to power dynamics within the search committee.

Priorities:

	Priorities*	Resources	Tools
Set-up	<ul style="list-style-type: none"> ○ Meet with hiring official & search chair ○ Discuss SA role, confidentiality, unconscious bias, legal requirements, and diversity with committee 	<ul style="list-style-type: none"> ○ Handbook ○ Blackboard resources 	<ul style="list-style-type: none"> ○ Chapters 1-5 ○ Articles
Position Description	<ul style="list-style-type: none"> ○ Position mission, relevance of diversity, marketing ○ Build explicit, inclusive criteria for each qualification 	<ul style="list-style-type: none"> ○ Handbook/checklists ○ Criteria Matrix 	<ul style="list-style-type: none"> ○ Chapters 5-7 ○ Checklists 1a-c
Recruit	<ul style="list-style-type: none"> ○ Reach out to people who might not otherwise apply ○ Recruit personally, by phone/email, for diverse pool ○ Check pool diversity before close; redirect efforts 	<ul style="list-style-type: none"> ○ Handbook/checklists ○ Blackboard resources ○ OEI/Business Center staff 	<ul style="list-style-type: none"> ○ Chapter 8 ○ Checklist 2
Screen	<ul style="list-style-type: none"> ○ Screen in rather than out ○ Cluster in groups (unqualified, qualified, exceptional) ○ Check demographic impact at each stage ○ Record screening reasons 	<ul style="list-style-type: none"> ○ Handbook/checklists ○ Screening Matrix ○ OEI/Business Center Staff ○ Applicant Disposition Worksheet 	<ul style="list-style-type: none"> ○ Chapter 9 ○ Checklist 3
Interview	<ul style="list-style-type: none"> ○ Design campus visit for candidate needs/ interests ○ Plan behavior-based questions ○ Dual-career employment/family friendly policies 	<ul style="list-style-type: none"> ○ Handbook/checklists ○ Work-Life Coordinator (Robynn Pease) 	<ul style="list-style-type: none"> ○ Chapter 10 ○ Checklist 4
References	<ul style="list-style-type: none"> ○ Inform candidate before contacting references ○ Go beyond those furnished for other perspectives ○ Check accuracy of “reading between the lines” 	<ul style="list-style-type: none"> ○ Handbook/checklists 	<ul style="list-style-type: none"> ○ Chapter 11 ○ Checklist 5
Select	<ul style="list-style-type: none"> ○ Collect all info; ensure balanced/detailed analysis ○ Identify remaining questions and obtain answers ○ Record screening reasons 	<ul style="list-style-type: none"> ○ Handbook/checklists ○ Applicant Disposition Worksheet 	<ul style="list-style-type: none"> ○ Chapter 12 ○ Checklist 6
Integrate	<ul style="list-style-type: none"> ○ Committee plans to welcome new hire to OSU ○ SA follows up with new hire in the first few months 	<ul style="list-style-type: none"> ○ Handbook/checklists 	<ul style="list-style-type: none"> ○ Chapter 13 ○ Checklist 7
*Consult with Equity & Inclusion throughout the search; debrief w/OEI afterwards			