

Pilot Staffing Process – Faculty and Professional Searches

Goal: To increase the number of diverse candidates, and candidates who demonstrate some level of expertise of diversity, equity and inclusion principles and practices, progressing through the search process.

Please note: This process does not supersede existing contractual obligations, or existing College or SUNY policy.

- Filling a position is approved
- Hiring Manager/Department Chair develops job posting utilizing **all appropriate verbiage to welcome diverse applicants** working in conjunction with Human Resources
- HR and Hiring Manager/Department Chair identify recruitment sources to draw a broad candidate slate
- Diversity discussion held as part of each search committee charge
 - Hiring Manager/Department Chair, CDO, HR attend the charge (plus Cabinet Member or second level supervisor, if possible)
 - Hiring Manager/Department Chair/Cabinet Member leads discussion about what aspects of diversity, equity and inclusion could be enhanced from this particular search
 - Conversation about AAP plan goals
 - Conversation about implicit bias in the hiring process
 - Conversation about halo effect in the hiring process
- Search Chair and Hiring Manager/Department Chair ensures the search process considers diversity, equity and inclusion at each candidate decision point (Resume review, Phone screen, On-site interviews, Hiring recommendation)
 - Each search committee must incorporate behavior-based diversity, equity and inclusion questions in the interview process to assess each candidate's awareness of and commitment to diversity, equity, and inclusion
 - A broad slate of sample questions will be developed by the CDO and HR for search committees to utilize **[need questions]**
 - Decision matrix developed for the interview process will include a diversity, equity and inclusion parameter **[need simple decision matrix template that will create a larger pool of candidates under consideration]**
- Search Chair ensures resume screening is based on the job posting and diversity, equity and inclusion factors
 - **Decision matrix developed for the resume review process will include a diversity, equity and inclusion parameter**
 - **Goal: Talk with more candidates. Make fewer decisions based on resume alone.**
- Search Chair ensures telephone and in person interview questions are developed using job posting information and diversity, equity and inclusion questions
- Phone screen is conducted with many candidates
 - Focus on who could potentially perform the job
 - Recommendation: talk with at least ten candidates
 - Decision matrix developed for the phone interview process will include a diversity, equity and inclusion parameter
- Each level of the interview process will include questions to assess the candidate's commitment to diversity, equity, and inclusion
 - Search committee
 - Hiring Manager
 - Second Level Hiring Manager/Cabinet member

- Interview feedback (pros and cons) will include an assessment of academic qualifications, experience, and diversity, equity and inclusion competencies (i.e. how the candidate will enhance diversity, equity and inclusion on campus. **Please note: This is NOT about a candidate's race, religion, national origin, sexual orientation, etc.)**)
- All candidates receiving job offers should have demonstrated, in some way, a commitment to diversity, equity, and inclusion