Search Committee Preparation for Equity, Diversity and Inclusion: Self-Start Guide

To ensure fair processes and facilitate the hiring of the best candidates for positions, search committees should pay particular attention to establishing clear processes and ensuring they address bias from the start. Good outcomes depend on many processes which need to be set in motion from the very beginning of a search.

This table outlines the key components of equity, diversity and inclusion that need to be addressed at the very start of a process, along with suggested resources and activities for both the chair and the group.

Self-Start Guide: Key Tasks to Address Equity, Diversity and Inclusion

Task	Resources	Chair responsibilities	Member responsibilities
Build a **diverse committee** and discuss power and processes in the group	Creating and working well with diverse committees (near the top of this page) Guidelines for search committees in Additional resources under "Additional resources" on the Hiring Resources page	Ensure a diverse committee Consider ways to manage power and encourage input by all members	Review document Notice your own power and position in the group and manage these to facilitate balanced discussions
Learn about **unconscious biases** and have the committee commit to reducing their impact	Review "Research on bias" at the bottom of this page Online training: http://www.cihr-irsc.gc.ca/lms/e/bias/ Online training: https://managingbias.fb.com/	Ensure that members review materials Make time in the agenda to discuss unconscious biases	Review research on unconscious bias Notice biases you may have Commit to attending to data and to criteria over focussing on "impressions" and allowing biases to drive decisions
Have broad, inclusive **discussions** about the **nature of the position** and changing demographics	Personal research and discussions Faculty Recruitment Guide p. 9-11	Make space in the agenda to discuss the position	Bring in your expertise and outside information to discuss the direction of the position

Consider ways to actively **address** university **diversity hiring needs** in the position	UVic's Strategic Framework UVic's Hiring Goals	Use resources to frame and highlight key diversity hiring needs Connect with EQHR to clarify hiring goals	Review resources Participate in consultation about diversity hiring needs
Create **criteria** that embed knowledge and skills related to equity, diversity and inclusion	Personal research and discussions Faculty Recruitment Guide p. 14-18, Appendix 5	Make space in the agenda to develop the criteria	Bring expertise to the discussion
Develop **interview and reference check questions** and processes based on the criteria to ensure that these are as unbiased as possible	Personal research and discussions Faculty Recruitment Guide p. 14-18, Appendix 5	Make space in the agenda to develop the interview and reference questions	Bring expertise to the discussion
Develop an **outreach and advertising strategy** that builds a diverse pool of candidates	Personal research and discussions Faculty Recruitment Guide Appendix 10	Make space in the agenda to develop an outreach and advertising strategy	Bring expertise to the discussion