

## BCMB Hiring Practices Checklist

<b>Prior to Advertising</b>	<b>yes</b>	<b>no</b>
Have you established specific job criteria, including minimum requirements and preferred requirements? This must be detailed as it will be used to build your ad and interview questions.		
<b>Advertising</b>		
Does your ad include all of the criteria for the job?		
Are the opening and closing dates for applying clearly stated?		
Have you thought about when the applications are due? Selective bias may be inadvertently introduced if the deadline clashes with busy times for some, but not all, potential applicants (e.g.: parents during school holidays or undergraduates during exams).		
Are details of the contract clearly stated (length of contract, hours etc., salary/hourly rate to be paid)?		
Is the language inclusive (there are free online tools which can be used to check this)?		
Did you include a statement about inclusivity in the workplace?		
Have you advertised using multiple types of media, and in different locations to maximize the number and diversity of potential applicants?		
<b>Selecting Candidates to Interview</b>		
Do you have a rubric for assessing applications?		
If you have skills you would prefer, but do not require, have you determined how you will weigh this fairly		
Do candidates you select meet minimum job requirements?		
Have you considered possible bias in references and reference letters?		
Will you contact unsuccessful applicants as well as successful candidates?		
Have you told selected candidates what to expect/prepare for the interview?		
Have you considered sending the selected candidates interview questions before you meet?		
<b>Interviewing Candidates</b>		
Have you considered different interview formats to improve accessibility (eg: Zoom vs. in person)		
Do the interview questions reflect the job criteria?		
Have you made the wording of the questions inclusive?		
Do you have a rubric for scoring how answers to interview questions meet your criteria?		
Have you recruited others to join your interviewing committee, briefed them on the job criteria, and considered EDI in the composition of your interviewing committee?		
Did you keep all interviews as equivalent as possible (I.e. same format, questions, interviewing committee)?		
Do you give the candidates a chance to meet the rest of your team and to ask questions of you and the team, prior to making a final job offer?		
Were all candidates given the same opportunity to ask questions, including questions about salary/hourly rates?		
Will you contact unsuccessful candidates to let them know the outcome as well as the successful candidate?		

