





# Inclusive Hiring Checklist

Position : \_\_\_\_\_ College/ Department : \_\_\_\_\_

Check all guidelines the Search Committee will use:

## Search Committee Guidelines

\_\_\_ All members of the Search Committee will review the UA Search Committee Guidelines document.

## Requisition

\_\_\_ All members review EEOC Guidelines for Acceptable Pre-Interview Inquiries .

\_\_\_

Additional updates to PD/Requisition: \_\_\_\_\_

## Recruitment Strategy

\_\_\_ Review diverse resumes already on file.

\_\_\_ Contact graduate/professional school programs to recruit.

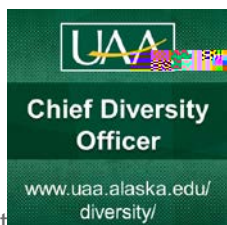
List programs to be contacted: \_\_\_\_\_

\_\_\_ Contact colleagues in discipline for recommendations/sharing.

List of contacts: \_\_\_\_\_

\_\_\_ Contact professional organizations to share position.

List organizations: \_\_\_\_\_



\_\_\_ Provide information on implicit bias:

\_\_\_ Search committee will watch UA Div