

## Key Equity Practices in Different Stages of a Search

This page summarizes guidance on significant equity practices at each stage of the search process.

### **Outreach and recruitment**

- Reach out widely into diverse communities to invite applications
- Reach out personally to potential candidates who can add to the unit
- Ask colleagues for recommendations or to circulate the job ad

### **Review applications**

- Take time: at least 20 minutes per application, and enough time as a group for robust discussion of each candidate
- Use the criteria as basis for reviewing and short-listing candidates
- Have individuals review and identify their recommendations prior to group discussions
- Pay attention to power and use the value of diversity: Ensure all voices on the committee are heard and considered

### **Interviews and site visits**

- Design the interviews and site visits around to elicit and assess the criteria
- Ensure consistency and comparability in how candidates are treated, the types of questions asked, information provided to them, and all aspects of their interviews
- Be aware and open to diverse ways of presenting and responding
- Ask all candidates if they require accommodations
- Integrate universal practices like washroom access, personal breaks, food and water, and other elements that can make the process more comfortable for all applicants and tell candidates
- Provide information to candidates