


Diagrams of the Hiring Process

The following diagrams, developed by Emily Walker in Human Resources, illustrate the equity and diversity activities that we can engage in at different stages of a search process.

Individual Level

University Level – Foundational and Required University Procedures

The University has a number of ongoing commitments that support equity in hiring. See [Guide for Faculty and Librarian Recruitment](#) for resources & details.

						
PREPARE	FRAME	RECRUIT	REVIEW	INTERVIEW	HIRE	ONBOARD
<p>Learn about requirements for confidentiality. Administrators: ensure procedures & paperwork are followed.</p>	<p>Practice confidentiality & appropriate record keeping</p> <p>Create records on decisions which reflect the criteria</p> <p>Follow policies & procedures relevant to the search</p>		<p>Follow procedures on arranging interviews</p>	<p>Conduct reference checks and request verification of credentials of final candidate before offering position</p>	<p>Orientation events</p> <p>Mentoring programs</p>	