



Sample Recruitment Plan

CPP is committed to fostering an equitable, inclusive, and diverse workforce. This recruitment plan outlines our strategies and initiatives to attract, hire, and retain a diverse group of talented individuals who reflect the communities we serve.

1. Position to fill

- Name and Classification of Position
- Review and revise job descriptions to ensure they are free from biased language and inclusive of all potential candidates. Does the job description accurately reflect the duties, knowledge and skills required for this position?
- Advertise job opportunities through a variety of channels to reach a diverse candidate pool.
- In the job advertisement highlight the department and CPP's commitment to diversity and inclusion. Spotlight DEI achievements in your department.

2. Interview Panel

- Form the interview panel early to ensure adequate time for a robust and inclusive recruitment. Include individuals that provide diversity in their roles on campus, backgrounds, and experiences.
- Consider including individuals from outside the department, who interact with this role frequently.
- Include people who value diversity and includes diverse perspectives and experiences.
- Ensure panel members have completed an implicit bias training program and discussed how to hold one another accountable for implicit biases.
- Panel members are aware of the recruitment process and expectations:
 - It has been communicated to all panel members that their contributions and feedback are equally valued.
 - Confidentiality shall be upheld throughout and after the recruitment process. Panel members will not engage in discussions about the candidates with others outside of the panel and recruitment process.
 - Panel members are aware that they must disclose any relationship a panel member might have/have had with an applicant/candidate.
 - Format of the panel's recommendation (ranking or assessment of strengths and weaknesses-I recommend assessment of strengths and weaknesses).
 - The panel's decision-making process to arrive at the recommendation.



3. Target candidates

- Work closely as a unit to define the position broadly.
- Write our job advertisement to attract excellent candidates from various backgrounds.
- The advertisement signals our interest in promoting equity, inclusivity, and diversity.
- The recruitment plan is an active one and designed to broaden and diversify our applicant pool through emails, calls, listservs, and ad placement that encourage many people to apply.

4. Interview Questions

- Develop a structured interview process with standardized questions to reduce bias.
- Prepare interview questions and confirm that they do not include language that would solicit protected class information.
- Panel members develop rubrics and interview questions and submit documents to EEO Specialist for review and approval.
- Interview questions include at least one question that assesses knowledge and skills related to diversity & inclusion.

5. Interviews

- Avoid conversations unrelated to the interview questions.
- Acknowledge the interview format and note-taking.
- Be present and show your interest. Be mindful of your body language.
- Use a standard protocol for each interview and each campus visit.
- Use interview questions that have been reviewed and approved by EEO Specialist.
- Document timely feedback that is based on the interview questions and responses.
- Provide opportunities for candidates to speak with multiple stakeholders (Their potential manager and colleagues) during the interview and then have an opportunity for them to connect with stakeholders as all involved will have numerous data points to make significant decisions.

6. Applicant evaluation methods

- Each panel member assesses candidates and documents assessment separately.
- Assessment includes notes regarding responses given during the interview and not irrelevant factors like notes about candidates' personal characteristics.
- The panel uses their completed assessments to discuss the candidates at the end of all the interviews.
- Have the hiring manager provide their feedback after the committee has shared their feedback