

Student Hiring Checklist - Position:

Task	Done	Resources
Ensure the job description is accurate, thorough, promotes J.E.D.I., and provides a realistic preview of the job		Check "Done" only when *all* sub-tasks have completed
Distinguish "must haves" from "nice to haves."		RESOURCE: Create a Position Description (SAHR site)
Review language choice for bias		
Include justice, equity, diversity, inclusion ("JEDI") competencies appropriate to the role.		RESOURCE: Student Affairs Strategic Themes
Broaden requirements, minimum qualifications, and types of experiences to be more inclusive.		RESOURCE: See table of examples (SAHR site)
Establish an equitable job advertising and recruitment strategy that promotes J.E.D.I.		Check "Done" only when *all* sub-tasks have completed
Identify places to post the job opportunity.		RESOURCE: Recruit Northwestern Students
Ensure individuals who will be screening applications understand how implicit bias can influence the candidate screening/vetting process.		RESOURCE: Understanding Implicit Bias videos (myHR Learn)
Prepare for and conduct effective and equitable interviews		Check "Done" only when *all* sub-tasks have completed
Invite a diverse group to join a hiring committee and establish roles, expectations, norms, etc.		RESOURCE: Select Search Committee (SAHR site)
Design selection phases and create a recruitment timeline.		RESOURCE: How many interviews are too many interviews? (Indeed)
Create resume-review rubric that matches the job description. Use the rubric to equitably vet candidates.		RESOURCE: Review Resumes and Cover Letters - Sample Rubrics (SAHR site)
Prepare behavioral interview questions and a rating scale for applicant answers.		RESOURCE: Behavioral Interview Question Bank
Create an equity-focused agenda for the committee discussions that re-states the must-haves and the philosophy for candidate selection.		RESOURCE: Sample agenda for search committee meetings
Equip hiring committee members with resources and materials (resume rubrics, interview questions + rating rubric, skills assessment + rating rubric)		RESOURCE: Train participants in the process
Send the "Interview best practices" document to all of the panel members.		RESOURCE: Interview Best Practices
Create equal experiences: use the same questions and panel members for each candidate. If you include unstructured elements (e.g., meals), make those staff participant roles non-evaluative.		
Schedule interviews, giving candidate time for breaks.		RESOURCE: Microsoft Bookings
Recommended: Disclose pay when inviting candidates to interview, to confirm interest.		
Assess candidates and make the hiring decision		Check "Done" only when *all* sub-tasks have completed
Collect evaluation materials from interview participants.		
Schedule a structured meeting to gather views from each interviewer. Restate "must-haves."		RESOURCE: Sample agenda for search committee meetings
Require data before deciding a candidate is/isn't qualified.		
Communicate timelines and updates to candidates.		RESOURCE: Guide to rejecting candidates (LinkedIn)
Close out the process		Check "Done" only when *all* sub-tasks have completed
Extend an offer to the selected candidate.		
Inform other candidates who were not selected about the hiring decision.		RESOURCE: Guide to rejecting candidates (LinkedIn)