

# Student Hiring Checklist - Position:

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