INCLUSIVE INTERVIEW PRACTICES

A Checklist for Faculty Search Committees

INTERVIEW PROTOCOLS

☐ Is diversity, equity, and inclusion embedded into the major areas of inquiry of the interview protocol? (It is better not to rely on one "diversity question" but rather integrate diversity, equity, and inclusion (DEI) into multiple questions)

Examples of interview questions that center DEI:

Traditional: Please describe your approach to teaching.
DEI-centered: Please explain how your approach to teaching centers accessibility and leverages the skills and knowledge of all learners.

Traditional: Please describe your experience advising and mentoring students.
DEI-centered: Please describe your experience advising and mentoring students with diverse social and cultural identities and perspectives.

Traditional: What do you think makes a positive department culture?
DEI-centered: What do you think makes an inclusive department culture, where all faculty and staff feel valued and a sense of belonging?

☐ Do the interview questions give candidates an opportunity to communicate their experience and skills related to job qualifications and search priorities?

☐ Does the search committee have a rubric or evaluation form for committee members and any participating stakeholders in order to evaluate all candidates based on a consistent set of qualifications and characteristics?

THE INTERVIEW EXPERIENCE - ACCESSIBILITY AND WELLNESS

- ☐ Has the committee designed the virtual interview to be fully accessible to all candidates, committee members, and stakeholders who will participate?

- ☐ Does the committee have an organized alternative plan if technical and/or accessibility issues disrupt or significantly delay any part of the Zoom interview?

- ☐ Have an appropriate number of breaks been built into the day in order to prevent physically and mentally over-taxing candidates?

PREVENTING AND ADDRESSING BIAS IN THE INTERVIEW

- ☐ Has the search committee engaged in learning related to bias in the interviewing and evaluation of underrepresented candidates in order to counteract their own biases more effectively at an individual and group level?

  Bias prevention resource links below:

"12 Unconscious Bias Examples & How to Avoid Them…"
"Mitigating Bias During On-Campus Interviews"
"Resources on Unconscious Bias"

- ☐ Has the search committee allotted an appropriate amount of time to evaluate the final candidates substantively through the rubrics and evaluation methods created for the search? (Rushed review processes that rely on evaluators' "instincts" or "gut feelings" are prone to bias in decision making)