



Hiring for Diverse Staff Checklist

- Receive approval to move forward with staffing position
- Write a job description that encourages diversity and inclusion; may include your unit's commitment to values
- Request that applicants submit a Diversity Statement as part of the job application
- Create and implement an assessment rubric to evaluate candidates, listing diversity as a priority
- Identify diverse networks to advertise the position; may include listservs, websites, and individual outreach
 - Jobs posted on UW Hires are automatically posted to the Higher Education Recruitment Consortium (HERC)
- Assess applications using minimum qualifications as initial screening tool
- Select candidates for interview based on developed assessment rubric
- Prepare for candidate interviews and create a list of questions based upon job responsibilities
- Once new hire has been approved, prepare for employee onboarding: [New employee onboarding](#)
- Share information with your new hire about [UW Affinity Groups](#), where staff may look to get connected

Feel free to go online for more detailed information:

<http://www.washington.edu/diversity/staffdiv/hiring-toolkit/>

Questions? Contact:

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