

## **Inclusive Hiring Process**

### **Frequently Asked Questions**

1. What is inclusive hiring?

Inclusive hiring is a recruitment process that not only recognizes the importance of diversity, but embraces the needs of diverse candidates with hiring practices that aim to overcome unconscious biases that can impact hiring teams. Inclusive hiring also makes candidates feel valued and empowered throughout the recruitment process.

2. What are the benefits of inclusive hiring practices?

Inclusive hiring is a key piece of the employee experience and can lead to higher employee retention, improved morale, and better business results. Candidates in the process are not just supported for their differences, but feel welcomed by organizations that seek to consider those differences. Also, inclusive hiring practices enable search committees to build a pipeline of truly engaged candidates who will be motivated at every stage of the hiring process.

3. Is the goal of this process to only hire minorities?

No, the goal is to broaden the hiring practices to be inclusive of all, thereby being intentional in broadening the pool of applicants so departments can leverage the selection process to promote more inclusivity overall.

4. How many people need to be on the search committee?

A search committee can be two people or more, and it typically is dependent on the level and scope of the position. Your recruiter can guide you on the size and makeup of your search committee.

5. Is the Inclusive Hiring training required annually?

The training is required once, at this time.

6. How are the diversity metrics established for the position?

Diversity metrics are measured by using the applicant data from the entire pool as compared to the overall availability in the market. Availability is the percentage of women and minorities in the relevant geographical area who are qualified for a

particular job opening. For example, if a position requires a bachelor's degree in computer science, an availability analysis tells us the percentage of women and minorities in the total workforce in northeast Indiana who have that qualification.

7. Are search documents required to be submitted to HR|OIE after the search is finished?

All materials you used during the search should be turned in to HR|OIE. You can campus mail this or scan it to your recruiter, including interview notes, interview question notes, candidate rating, or feedback forms, etc. A complete checklist is provided for search committees as part of the DocuSign workflow.

8. What if there are only a few applicants for a position, does that prevent the search process from moving forward?

Applicant pool requirements are determined on a case-by-case basis. For example, some of our positions historically get lower numbers of applicants, and in these cases, OIE may approve the process to move forward, but the position must remain posted throughout the hiring process.

9. Will Talent Acquisition be assisting departments with adding inclusive language to job descriptions, postings, and interview questions?

The language used in job descriptions can play a big role in inclusive hiring. Yes, there will be support for developing posting language that emphasize the must-have skills for a candidate rather than an exhaustive list of qualifications.

10. Can a list of diverse recruitment sources be provided?

Yes, we have added a list along with a cost indicator on [the HR | OIE website](#).

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