

# 5 ways to improve equity, diversity, and inclusion in your hiring



## Advertise to underrepresented constituencies

- Review data on current representation by department to inform advertising and outreach objectives. HR representatives can access this data in InfoPorte using the “Count Report”
- Advertise the posting with targeted industry and professional organizations to improve diversity (e.g., National Society of Black Engineers, National Gay and Lesbian Chamber of Commerce, National Labor Exchange Veterans). EOC provides a [list of diversity recruiting sources](#)



## Choose a diversity-sensitive committee

- Choose a committee that reflects the diversity of the university as much as possible (e.g., faculty rank, gender, veteran status, race, campus partner outside the unit)
- Include individuals who have broad perspectives and a commitment to diversity



## Complete the search committee training

- Complete the training before starting a selection process
- Ensure all search committee members complete the training before reviewing applications
- Our new search committee training can be accessed at <http://go.unc.edu/searchcommittee>



## Use structured evaluation methods in your selection

- Utilize structured evaluation methods such as scoring rubrics and standardized questions to ensure consistent treatment of applicants
- Remind interviewers of unconscious biases that could inadvertently screen out well-qualified applicants before starting to screen or interview



## Ask for assistance from campus experts

- Draw on the expertise of our Equal Opportunity and Compliance Office to help you run a successful search process
- Reach out for assistance when you have questions about this document or the additional guidance in the search committee training