

**Year 2 Public Description of Work for
Action Collaborative on Preventing Sexual Harassment in Higher Education**

Harvard University

University Inclusive Hiring Initiative

This Action Applies to Rubric Item(s):

Embedding the Values of Diversity, Inclusion, and Respect into Hiring, Promotion, Advancement, and Admissions

Description of Work:

The University Inclusive Hiring (IH) Initiative is a joint collaboration led by the Talent Acquisition and Diversity (TAD) team with the Inclusive Hiring Working Group and supported by the [Office for Diversity Inclusion and Belonging](#) (ODIB). This initiative aims to develop sustainable guidelines and trainings on compliant and inclusive hiring practices that align with the University's commitment to diversity and inclusive excellence. The University Inclusive Hiring Initiative strives to embed the values of diversity, inclusion, and respect, into hiring practices by equipping hiring personnel with a common language, curriculum, and training. These resources will support efforts to reaffirm the University's commitment to inclusive hiring, building an increasingly diverse workforce, and more fully realizing the promise of Harvard as a place where everyone can flourish. By offering a space to engage with each other, share resources, and adopt a skillset of inclusive best practices, this initiative works to advance the goals of the University and also adheres to NASEM's recommendation of embedding the values of diversity, inclusion, and respect into hiring, promotion, and advancement.

The goals of this initiative are to:

- Provide foundational knowledge on compliant and inclusive hiring
- Offer resources and practices that can be implemented into department hiring strategies
- Teach strategies for engaging with diverse talent for open positions
- Instill an understanding of how departments can leverage the selection process to promote a more inclusive hiring process overall
- Facilitate conversations with Subject Matter Experts around best practices

Inclusive Hiring Roadmap

Phase I-a: Data Collection (February – May 2021)

Year 2 Public Description of Work for Action Collaborative on Preventing Sexual Harassment in Higher Education

Data collection conducted by surveying University-wide recruiters and leading focus groups with a sampling of hiring managers. This information provided an increased understanding of the current state and was instrumental in developing relevant topics for the inclusive hiring training and Talent Acquisition and Diversity (TAD) Talks. The phase will aid in understanding unintended barriers in recruitment processes and workflows.

Phase I-b: Inclusive Hiring Resources Guide (February 2021)

An [Inclusive Hiring Resources Guide](#) (IHRG) has been developed to provide recruiters and hiring managers resources to help mitigate biases in our hiring practices and to create a more diverse workforce. The IHRG addresses topics ranging from the recruitment stage of the hiring process, including crafting of position descriptions, generating and sourcing candidates, and preparing for inclusive interviews to the onboarding process, including inclusive practice around team introductions and engagement and creating formalized structures for ensuring awareness of available resources and supports.

Phase II: Talent Acquisition and Diversity (TAD) Talks (May 2021 - ongoing)

The “TAD Talks” monthly sessions offer an opportunity for continued conversations for University-wide recruiters as well as hiring managers. These open sessions will provide recruiters and hiring managers the opportunity to learn from Subject Matter Experts on a variety of topics that impact inclusive hiring and the overall recruitment practice.

Phase III: Inclusive Hiring Training Series (Dates TBD)

The trainings seek to provide foundational knowledge on what inclusive hiring means, review compliant recruitment workflows with an emphasis on inclusive practices, discuss overall diversity recruitment strategies, and facilitate a deep dive into creating a more inclusive selection process.

Website for further information (if applicable): <https://hr.harvard.edu/inclusive-hiring-initiative>

Point of Contact Name: Michelle Gordon-Seemore

Email Address for Point of Contact: michelle_gordon-seemore@harvard.edu