

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

Northwestern University

Diverse Candidate Slate Policy

Relevant Rubric Area(s):

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

Description of Work:

On June 14, 2021, Northwestern put into effect its new Diverse Candidate Slate Policy. This policy sets expectations for individuals and organizations who participate in the recruitment and hiring of staff positions at Northwestern, including members of ad hoc Search Committees. In an effort to create an effective hiring process that will prioritize the recruitment and advancement of Qualified Candidates while achieving equitable outcomes, Diverse Candidate slates are required at Northwestern for open, benefits-eligible staff positions in which an Underrepresentation exists.

The Diverse Candidate Slate policy strengthens the University's practice of identifying the best person for a job or promotion. Formalizing and standardizing strategies already being utilized by many across the University to create more diverse candidate pools makes it more likely that we will identify the best talent for the organization.

In accordance with this policy:

- Human Resources will proactively share market data and job group demographics with hiring managers to inform decision-making in recruitment and selection.
- Human Resources will partner with hiring units in developing outreach and recruitment strategies to cultivate diverse pools of candidates to consider for interviews. Managers continue to have discretion over who to interview and hire.
- Interview panels and search committees will include diverse membership to mitigate unconscious bias in the recruitment and selection process. Search committee members will be required to undergo training on unconscious bias and tools to disrupt bias in candidate recruitment, interviewing, and onboarding.
- Northwestern will post all vacant positions, including those for promotions, to encourage transparency, equity and a competitive process for available roles.
- Human Resources has expanded partnerships with staff affinity groups and with multicultural professional organizations to support managers in finding qualified and

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diverse candidates. Talent Acquisition will be able to help hiring managers coordinate posting opportunities and publicizing new roles with these organizations.

- Staffing and executive search firms used by Northwestern will be expected to provide candidates from underrepresented populations for consideration.

The Diverse Candidate Slate policy was developed with feedback from school and unit leadership and extensive input from the entire university community.

Website for further information (if applicable): <https://www.northwestern.edu/hr/for-managers/hiring/hiring-process/final-diverse-candidate-slates-policy.pdf>

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