

# Student Hiring Checklist - Position:

Include justice, equity, diversity, inclusion ("JEDI") competencies appropriate to the role.

Broaden requirements, minimum qualifications, and types of experiences to be more inclusive.		<a href="#">RESOURCE: See table of examples (SAHR site)</a>
Establish an equitable job advertising and recruitment strategy that promotes J.E.D.I.		Check "Done" only when *all* sub-tasks have completed
Identify places to post the job opportunity.		<a href="#">RESOURCE: Recruit Northwestern Students</a>
Ensure individuals who will be screening applications understand how implicit bias can influence the candidate screening/vetting process.		<a href="#">RESOURCE: Understanding Implicit Bias videos (myHR Learn)</a>
Prepare for and conduct effective and equitable interviews		Check "Done" only when *all* sub-tasks have completed
Invite a diverse group to join a hiring committee and establish roles, expectations, norms, etc.		<a href="#">RESOURCE: Select Search Committee (SAHR site)</a>
Design selection phases and create a recruitment timeline.		<a href="#">RESOURCE: How many interviews are too many interviews? (Indeed)</a>
Create resume-review rubric that matches the job description. Use the rubric to equitably vet candidates.		<a href="#">RESOURCE: Review Resumes and Cover Letters - Sample Rubrics (SAHR site)</a>
Prepare behavioral interview questions and a rating scale for applicant answers.		<a href="#">RESOURCE: Behavioral Interview Question Bank</a>
Create an equity-focused agenda for the committee discussions that re-states the must-haves and the philosophy for candidate selection.		RESO71.03 31.03 31 1(.8 (E)2C7 (datE9 (O71:.8 ( r)-Ses)-2 )2.9 c6n1k(E)2 (i)3.84
If you include unstructured elements (e.g., meals), make those staff participant roles non-evaluative.		
Schedule interviews, giving candidate time for breaks.		<a href="#">RESOURCE: Microsoft Bookings</a>
Recommended: Disclose pay when inviting candidates to interview, to confirm interest.		
Assess candidates and make the hiring decision		Check "Done" only when *all* sub-tasks have completed
Collect evaluation materials from interview participants.		
Schedule a structured meeting to gather views from each interviewer. Restate "must-haves."		<a href="#">RESOURCE: Sample agenda for search committee meetings</a>
Require data before deciding a candidate is/isn't qualified.		
Communicate timelines and updates to candidates.		<a href="#">RESOURCE: Guide to rejecting candidates (LinkedIn)</a>
Close out the process		Check "Done" only when *all* sub-tasks have completed
Extend an offer to the selected candidate.		
Inform other candidates who were not selected about the hiring decision.		<a href="#">RESOURCE: Guide to rejecting candidates (LinkedIn)</a>