

Hiring w/ DEI Lens.

Agenda

- ❑ **Introductions**
- ❑ **Our Commitment to Diversity**
- ❑ **Hiring w/ a DEI Lens?**
- ❑ **Best Practices for Evaluating Candidates**
- ❑ **Overview of Tools on UWHR DEI Website**
- ❑ **Q&A**



INTRODUCTION

Speaker: Ebonee Anderson, CDR

Role: DEI Recruiting Consultant-TTM UWHR

Scope: Focuses on helping with the design, development, and implementation of Diversity, Equity, and Inclusion (DEI) focused recruiting and retention strategies, programs, and resources.

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OUR COMMITMENT TO DIVERSITY

“Committed to attracting and retaining a diverse staff, the University of Washington will honor your experiences, perspectives and unique identity. Together, our community strives to create and maintain working and learning environments that are inclusive, equitable and welcoming”



DIVERSITY: Culture & Compliance

- **EEO/EOA:** Ensuring compliance of laws to prevent employment discrimination.
- **Affirmative Action Policy:** creating parity through outreach and good faith efforts (No Quotas)
- **DEI:** valuing differences and creating an inclusive work culture (Diversity Blue Print and Race & Equity Initiative)



Recruiting w/ a DEI Lens

DEI Recruiting is about hiring difference and recognizing the unique value of what each individual can bring to your organization.

- **Standardizing inclusive hiring practices.**
- **Recognizing and Mitigating common biases in hiring processes.**
- **Attraction strategies designed to cast the net wide.**
- **Targeted Recruiting and Sourcing.**
- **Identifying and hiring for value fit and cultural adds.**
- **Ensuring a consistent and equitable candidate experience.**



WHERE DO YOU START?

- **What practices are working?**
- **What are the greatest challenges/barriers?**
- **Have you brainstormed solutions to the challenges/barriers?**
- **What practices can you commit to doing more consistently?**



BEST PRACTICES FOR EVALUATING CANDIDATES

- **Develop and review evaluation form or rubric prior to reviewing applicants.**
- **Questions Matter – Know what you desire to assess and how you will recognize it.**
- **Develop Interview questions and criteria.**
- **Provide candidates with copy and window of time to review interview questions.**



QUESTIONS MATTER!

- 1. Your resume shows that you were not employed from [first date] to [second date]. Could you tell us about that?**
- 2. What work experiences have you had in the past do you believe prepares you most for working here? Please explain how those experiences might help you on in this department.**
- 3. Why do you want to work at this University and this department? Remove or Replace with what do you know about the UW or our department?**

Interview Question- Sample 1

Describe your experience working with individuals who are different from you.

Follow ups: What did you learn from that experience? What do you consider to be the most important skills for successfully working with diverse people and cultures?

Criteria for a Quality Response:

- **Articulates and explains value in working with people who are different.**
- **Acknowledges the importance of respecting and accepting different lenses, perspectives, and cultures.**
- **Acknowledges real challenges when working with others who are different- ex. language/lingo differences, culture differences, different communication styles, different approaches to work.**
- **Describes a willingness to learn and be open to difference.**

Interview Question Sample- 2

Can you tell me about a time when you provided excellent customer service by going beyond your primary job responsibilities?

Follow-ups: Please describe your involvement, that is, what exactly did you do? What was the outcome? Can you think of another example of a time when you provided excellent customer service?

Criteria for a Quality Response:

- **Describes greeting customer in a warm and friendly manner.**
- **Discusses the importance of establishing credibility/rapport with customers by being courteous and understanding.**
- **Demonstrates the ability to listen to understand the customer's needs.**
- **Effectively communicates solution or options to meet the customer needs.**
- **Describes the importance in following-up to ensure the customer's needs was met and is satisfied with the service.**

Overview of Tools

- DEI Hiring Checklist
- Implicit Bias
- Candidate Evaluation Matrix
- DEI Interview Questions
- Candidate Evaluation Form
- Job Descriptions Do's and Don't
- Department DEI Commitment Statement
- OMA&D Resources



Demonstration of Tools

[Diversity, Equity, and Inclusion \(uw.edu\)](https://uw.edu)

Questions?

