Check box/Completion date Position #_________________ Position Title

Committee Chair / Hiring Manager: _____________________________Email: _____________________

Please List search members and email:

<table>
<thead>
<tr>
<th>Name</th>
<th>Email</th>
<th>Department</th>
<th>Completed Implicit Bias Training</th>
<th>Attended Inclusive Hiring Workshop</th>
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______ We have met with the unit HR liaison/AD/Dean to clarify the scope of this position.
______ We have reviewed College’s strategic plan and diversity priorities.
______ We have worked closely as a unit to define the position broadly.
______ We have formed our committee early to ensure we have adequate time to do a strong search.
______ Our committee includes people who value diversity and includes diverse perspectives and experiences.
______ We have discussed training points including cognitive errors and implicit bias as they relate to this specific search.
______ We have written our advertisement to attract excellent candidates from a wide variety of backgrounds.
______ We have discussed the option of requesting a Diversity Statement from applicants.
______ Our search plan is designed to broaden and diversify our applicant pool through emails, calls, listservs, and ad placement that encourage many people to apply.
______ We have discussed the evaluation criteria we will be using when we screen applicants to create the short list.
______ We have prepared our interview questions, and have confirmed that they do not include language that would solicit protected class information. (upload a copy of questions)
______ Our questions include at least one that assesses the applicants’ valuing of diversity & inclusion. (upload copy of interview rubric)
We are prepared to share information about dual careers resources and plan to work with applicants to address dual career challenges.

We confirm that these steps for an inclusive hire have been taken and we are ready to proceed. Once you have successfully completed this checklist, please submit this document to Assistant Dean Lisa Barclay.4@osu.edu.