Diversity & Inclusion Hiring Best Practices
INTERVIEW COMMITTEE

INTRODUCTION

Establishing a diverse interview committee demonstrates our commitment to diversity and inclusion. Diverse interview committees help prevent group think or personal biases from taking over and provide more opportunities for candidates to be heard and understood.

BEST PRACTICES

- Ensure a diverse make-up of individuals by considering the following:
  - Representation in terms of gender, race and ethnicity, age, background, job level, experience, etc.
  - Enterprisewide representation, e.g., asking a campus customer/stakeholder who works with your team or department to participate on the committee.
- The typical size of an interviewing committee is between 4-6 members. Some senior level positions may warrant expanding the number of committee members for greater representation of diversity and stakeholders via multiple rounds.
- Make sure the hiring manager and all interview committee members have completed the **UC Managing Implicit Bias Series prior to commencing the recruitment.**
  - Self-paced training is comprised of six modules available on UC Learning Center (UCLC).
  - Each module takes less than 30 minutes to complete and contains valuable resources and information to understand and manage one's implicit biases.
  - Click here for more information about the series.
- Recommend interview committee participants complete the Search Advisory and Hiring Committee Best Practices online learning program also available in UCLC which helps participants identify and review:
  - Federal and state laws and UC policies and procedures governing hiring practices.
  - Strategies and techniques for ensuring equity through identification and management of biases that may influence search or hiring processes.
  - The important roles committee chairs and individual committee members play in making a successful hire.
- Hold an introductory interview committee meeting. This provides an opportunity for committee members to get to know one another and present standardized evaluation criteria and methodology. Below is a sample agenda for the meeting:

Agenda Topic	Providing the Why & Additional Facilitator Notes
Welcome & Introductions	Often, interview committee members may not know one another so use this time to build trust among committee members.
Important reminders 1. Review UC Principles of Community 2. Review UC's Interview Committee Guide 3. Review Managing Implicit Biases in the Hiring Process: Quick Reference Guide 4. Review Search Advisory and Hiring Committee Best Practices (SAHCBP)	1. It is important to remind committee members of the importance in creating an atmosphere of mutual respect, cooperation, professionalism, and fairness. 2. Review interview committee best practices for conducting effective and legally compliant committee interviews as well as role expectations. 3. While all committee members are required to complete UC's Implicit Bias training, some time may have passed since their completion. This two-page guide serves as an excellent reminder of important take aways. 4. Page four of SAHCBP provides a summary of legal considerations (AB 186); it is important to remind the interview committee to review this section.

Revised 10.24.22

Review job description and interview questions	• Highlight essential and critical skills from job description. • Review interview questions and assign per committee member. Note: If employment tests (e.g., procedures, case studies, writing samples/tests, etc.) will be used, review U.S. EEOC guidelines and work with your HR representative.
Interview meeting request reminders	• Meeting invite will include candidate's resume (cover letter if applicable), job description, interview questions, and link to candidate feedback survey. • Inform committee members that their timely and unbiased feedback on each candidate is appreciated.
Conclude Meeting	Solicit questions and thank everyone for their time.

ADDITIONAL RESOURCES

• Guidelines for Search Committees: https://www.oeod.uci.edu/files/pdf/search_guidelines.pdf