Questionnaire for Broadening the Scope of Position Announcements

Department: __________________________________________________
Position: _____________________________________________________
Search Committee Chair: ________________________________________

Before Writing the Job Ad:

1) Did Search Committee members review recruitment tip sheets on ODI website? Y or N
2) Did Search Committee Chair attend D and I recruitment workshop? Y or N
3) Did Search Committee Members attend D and I recruitment workshop? Y or N
4) Did Search Committee Chair meet with ODI and/or HR? Y or N
5) Did Search Committee members, as a team, address and discuss D and I? Y or N

Writing the Job Ad:

1) Was boilerplate D and I statement used at bottom of job ad? Y or N
2) Was boilerplate EE/OO statement included at bottom of job ad? Y or N
3) Was D and I language used in the first paragraph of the ad? Y or N
   a) Was language reflective of recommended practices from the field? Y or N
   b) Was language reflective of ODI recommendations? Y or N

Placement of Job Ad:

1) Are there field- or discipline-specific listservs for underrepresented groups? Y or N
   a) If so, was the ad placed on these sites? Y or N
2) Are there field- or discipline-specific associations for underrepresented groups? Y or N
   a) If so, was the ad placed on these sites? Y or N
3) Are there general job boards focusing on diversity and inclusion? Y or N
   a) If so, was the ad placed on these sites? Y or N

Notes (Optional; Include relevant discussion points, concerns, where ad was placed, etc.):

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* OPTIONAL: Feel free to share the completed questionnaire with ODI (elliottl@wfu.edu)