

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.):

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