

**The University of Iowa
Office of Equal Opportunity and Diversity**

**Checklist for Assessing Applicants' Diversity Skills
in accordance with The University of Iowa's
Diversity in Employment Guidelines**

DIVERSITY IN EMPLOYMENT GUIDELINES:

The guidelines below are followed in the filling of all positions for executive/ administrative/ managerial staff (at the level of pay grade 12 or higher in the Organized professional and scientific classification system or at pay level 7 or higher in the Non-organized professional and scientific classification system) and for faculty appointments with significant administrative responsibilities:

As a requisite job qualification, a statement must be included in the position announcement that candidates and/or applicants be able to demonstrate job-related experience with and/or commitment to diversity in the work/academic environment.

Examples of language that may be used in advertisements to satisfy this requirement are listed in Section C-4 on this Office of Equal Opportunity and Diversity's web site: <http://www.uiowa.edu/%7Eeod/searches/manual/search-process/index.html> .

For further information, contact the Office of Equal Opportunity and Diversity, 202 Jessup Hall, or see www.uiowa.edu/~eod .

Review of Cover Letter and Resume/CV:

- Review the cover letter and resume/CV of each applicant, looking for evidence that the applicant meets the diversity requirement;
- Assess the applicant's experience with diversity regardless of the ethnic/racial background of the applicant;
- Develop behavior-based questions to determine if applicant meets the diversity experience/commitment requirement for use during the interview;
- Develop reference check questions aimed at gathering information about the applicant's demonstrated commitment and/or experience promoting a diverse workforce/academic environment;
- Evaluate whether or not there is sufficient information at this point to assess whether the applicant meets the diversity experience/commitment requirement

If the search committee is unable to determine if an applicant possesses the requisite commitment and or experience promoting a diverse workforce the search committee may elect to conduct a telephone screening call to confirm whether the applicant meets the requisite qualifications.

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Pre-Screening Calls

Name of Applicant

Phone Number

- Identify yourself, your institution, state your reason for calling and the position for which the applicant is applying
- Briefly describe the requisite qualifications of the position the applicant is seeking
- Ask applicant to provide specific examples to demonstrate commitment and/or experience promoting a diverse workforce/academic environment (sample questions are provided below)
- Thank applicant for time spent clarifying qualifications, end conversation

Screening call conducted by (name)

Signature

Date

Sample Applicant Screening Questions

- Describe the ways you have promoted a diverse workforce in your current or previous position(s)
- What has been your proudest achievement in your quest to promote a diverse and inclusive workplace?
- How have you influenced those you supervise and/or work with on the benefits of diversity?
- What has been the greatest obstacle in attaining diversity in your previous work experiences?
- How has your current and/or previous employer benefited from diversity?
- What do you see as the most challenging aspects of an increasingly diverse academic community?
- What initiatives have you taken in your previous capacities to meet such challenges?
- What is your sense of the complexities and leadership challenges related to these issues?
- How would you work with people under your supervision to foster the creation of climates receptive to diversity in the workforce, in the curriculum, in faculty/staff meetings?