## SCHOOL OF MEDICINE

Advisor: \_\_\_\_\_\_ Department: \_\_\_\_\_ Hiring Manager: \_\_\_\_\_ HR Consultant: \_\_\_\_\_ Job Title/Number: \_\_\_\_\_

_	Preparation	Recruitment	Application Review	Campus Visit	Interview
	Advisor has attended online an instructor led Advisor training Review job description for language that encourages diversity and inclusion Review Diversity Advisor Toolki for appropriate resources Consult with appropriate HR staff regarding hiring process Meet with hiring authority prio to first search committee meeting utilizing the Hiring Authority Conversation Checklist Hiring Authority has attended WUSM implicit bias training (i.e. Diversity & Inclusion 2.0 or Unconscious Bias Training for Managers)	Executive Director of Talent Acquisition, as they are responsible for the tasks listed below when recruiting executive staff roles  Advertise posting in networks that target URMs in medicine (websites, listservs, diverse colleagues)  Advertise posting at HBCUs and PMIs of Higher Education	forms to review candidates' CV/Cover Letter Extend interview opportunities to agreed upon candidates	Include culturally informed hospitality considerations for candidate such as:  Hotel accommodations arranged Travel to and from St. Louis arranged Travel to and from the airport provided Travel to and from the campus provided Campus guide to accompany the candidate throughout their interview identified Schedule meetings with diverse groups of people Ask candidate if there are any additional groups of people they want to ensure they meet during their interview If potentially relocating, provide candidate with housing resources, school district data, and child care resources	
		Diversity Advisor Printed Name	Diversity Advis	sor Signature	Date
		Hiring Authority Printed Name	Hiring Authorit	y Signature	 Date