

Hiring Authority Conversation Starter

Advisor: _____ Department: _____ Hiring Manager: _____ HR Consultant: _____ Job Title/Number: _____

Please use this form as a guide to assist in facilitating your initial conversation with the Hiring Authority (HA). It is strongly encouraged that you review this document in advance of your meeting as well as provide the HA with a copy for review prior to the initial meeting.

- Facilitate a discussion with the HA regarding the expertise your role offers and their related needs for the current search
- HA's expectations for the hiring process
- List of committee members and contact information
- HA's ideal candidate for the role (impact of skills on fostering a culture of inclusive excellence)
- Review the job description for opportunities to increase language that more strongly emphasizes the importance of diversity, inclusion, and equity to the position
- Clarify any questions/concerns regarding the job description
- Obtain the contact information for the appropriate HR liaison for the job posting
- HA's preference regarding the implicit bias training the hiring committee members should attend
- Recommendations, if available, for professional networks (professional organizations, websites, listservs, diverse colleagues) that target URMs in area of specialty

Diversity Advisor Printed Name

Diversity Advisor Signature

Date

Hiring Authority Printed Name

Hiring Authority Signature

Date