Best EDI Practices for Selection and Hiring

Adapted from the Doctors of BC, Section of Emergency Medicine EDI Toolkit Hiring Section, https://www.sem-bc.com/wp-content/uploads/2022/02/SEM-EDI-Toolkit_DEC-8-2021.pdf.

Selections Committee	**Completed (✔)**
Create a diverse selections committee dedicated to implementing EDI.	
Every member of selections committee should complete EDI training. UBC training available on wpl.ubc.ca (Hiring Equity course). Stanford course available: https://online.stanford.edu/courses/som-ycme0027-unconscious-bias-medicine-cme	
Compensate selection committee members appropriately. For guidance on compensation terms contact your Administrator.	

Job postings	**Completed (✔)**
Include the organisation's commitment to EDI, Equity, Diversity and Inclusion | Department of Emergency Medicine (ubc.ca). Automatic for postings on Workday.	
Use language that focuses on both abilities and experience. Be clear about what is required. (Best Practices for Equitable and Inclusive Job Postings).	
Use inclusive pronouns and non-gendered or gender inclusive language. Avoid words that are gender-biased. Run job postings through a gender decoder tool such as http://gender-decoder.katmatfield.com/.	

The search for candidates	**Completed (✔)**
Cast a wide net when searching for candidates - advertise with professional organizations that align with your EDI values.	

The Interview (continues on next page)	**Completed (✔)**
Consider cultural communication styles and norms which may affect how candidates speak about themselves. Avoid use of jargon or slang as this can disadvantage people for whom English is not their first language.	
Avoid the casualization of interviews that can sometimes favor culturally similar candidates. This is particularly important in social settings such as "meet and greet" events.	
All questions should be related to the knowledge, skills, abilities, and experience required to be effective in the position. Avoid inadmissible questions. https://hr.ok.ubc.ca/wp-content/uploads/sites/71/2018/03/What_May_I_Ask23171.pdf	
Develop core questions to ask all candidates. Include preferred answers that link back to the job description. The more structured the interview, the more equitable it will be.	

The Interview (continued)   Completed (✔)

Include an assessment of the candidate's commitment to EDI, such as the candidate's openness and understanding of EDI concepts (pp. 7-8 of UBC FoM Guide to Faculty Recruitment- https://med-fom-faculty.sites.olt.ubc.ca/files/2019/08/FoM_Guide_Faculty_Recruitment.pdf.	
Avoid making comparisons between candidates until all interviews are complete.	
Take down notes for own personal reference in order to help remember points they wish to raise. However, notes should be securely disposed of as soon as possible.	
For virtual interviews: be mindful of time zones, technological challenges, and background distractions.	
Ensure that candidates are given a reasonable amount of time in advance of the interview and/or some reasonable flexibility with date and time.	

Reference Checks   Completed (✔)

Consider how bias may affect recommendations, paying particular attention to gendered terminology in reference letters.	
Use the same process for all candidates.	
Create a set of questions that are related to the established criteria and that will be asked of all referees.	

The evaluation of candidates   Completed (✔)

Pre-determine criteria for selection and decide how each criterion will be weighted (ensure that the criteria do not exclude people with non-traditional career paths).	
Apply the evaluation rubric to all candidates equally.	
Decide how the committee will make decisions (i.e. vote, scoring, unanimous decision, etc.).	
Proactively seek to identify potential biases and stereotypes during the discussions.	
Spend sufficient time reviewing applications.	
Review the "rejected pile" to look for groups that may be over-represented.	
Provide a written report on the hiring process and the rationale behind the decision-making process.	

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