

University of Pittsburgh Diversity and Inclusion Efforts Worksheet

Recruiting and Outreach	
<i>As you begin your search, consider the following suggested activities to assist in your efforts to diversify the applicant pool</i>	<i>Describe the efforts for this year</i>
Diversity skills and values expressly stated in the job description	
Interview questions address diversity and inclusion issues	
Schedule "Search for Excellence and Diversity Session" for each search with a committee (if applicable)	
Personal outreach to diverse colleagues	
Contact Universities with diverse student/faculty population	
Reach out to diverse candidates from previous searches	
Review recruitment resources, including the Faculty Recruitment Packet, for additional ideas (if a faculty search)	
Develop an interview guide with relevant objective criteria	
Name a diversity/accountability officer	
Other	

Education and Training	
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<i>The following are suggested opportunities for Education and training</i>	<i>Describe the efforts for this year</i>
Search committee training	
Implicit bias training	
Participate in the Diversity and Inclusion Certificate Program	
Provost Diversity Institute Participation	
Harvard IAT	
Title IX training	
Other	

Climate	
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<i>Activities to change the culture of the organization</i>	<i>Describe the efforts for this year</i>
Participation in affinity groups	
Unit attendance at Diversity and Inclusion Events	
Retention of women and underrepresented minorities	
Number of complaints of discrimination or harassment	
Climate Survey	
Other	

Leadership Involvement and Communication	
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<i>Communicate the value and the importance of Diversity and Inclusion</i>	<i>Describe the efforts this year</i>
Leadership conveys a consistent message valuing diversity and inclusion	
Leading by example	
Visible support of diverse initiatives	
Reward and/or acknowledgment of diversity efforts	
Other	