Review of Hiring Policies at Temblor

This is what was found by the URGE pod at Temblor on Hiring Policies, as well as what the pod would propose to change and improve.

Note: We acknowledge this information is not always accessible to students and even staff. If you do not have access to this information, please reflect on your own experience and outline what admissions and/or hiring should be like to foster a diverse and inclusive community.

- **What EEO (Equal Employment Opportunity) statement is included in a standard job or admissions advertisement? Are there other inclusion statements and resources publicly available?**
  - No EEO statements are present in Temblor's job advertisements; we will change this.
  - No other inclusion statements are present in job advertisements; we will change this.
  - Temblor Earthquake News inclusion statement:
    - “Temblor welcomes applicants of all backgrounds who are interested in sharing what’s new in earth science with a broad audience. In particular, we encourage those from underserved groups to apply.”

- **Where are advertisements posted or sent? Are there other strategies for reaching applicants for hiring and/or admissions, e.g., job fairs, showcases?**
  - Temblor positions: Posted on Temblor website “Career” page
  - TEN writing opportunities: tweets, shared with personal contacts, word of mouth, posted on Temblor website
  - In the future, we will post openings at SACNAS (Society for Advancement of Chicanos/Hispanics and Native Americans in Science) and will look for other places to post.

- **What are the requirements for an applicant, e.g., letters of recommendations, fees/test scores/grades? Is providing any of these a potential barrier that could be further lowered or removed? Are there any problematic questions asked?**
  - Requirements for applicant:
    - For Temblor job advertisements — CV, publications, examples of code to assess their computer skills. Later, if short-listed, we call their references and interview them. We have not used test scores or grades.
    - We seek referrals from people we know (professors, researchers, colleagues, current or past team members). This could be discriminatory because it tends to pull from a small group of people.
    - For TEN freelance writers and scientist writer advertisement — informal expression of interest or story pitch
- For TEN extern advertisement — a resume, writing samples (if any) and a short description of qualifications and interest
  - Point of discussion: Language skills could be barriers, and educational attainment (degree and institution) is the strongest barrier.
  - We do not ask candidates questions about their marital status, race or age.

- How are applicants/applications evaluated? Is that process and/or rubric public? What kind of biases are introduced in this process and what strategies are used to address these, e.g. removing applicant names?
  - For Temblor positions:
    - They are evaluated on the basis of a personal interview with the candidate, our assessment of their skills, as represented by their CV, their publications (with emphasis on quality and originality, not numbers of pub’s or their h-index), their professional experience (postdocs, teaching, startups, etc.) and their career goals as they express them to us. We also assess their comfort level with commercially applied science, with Non-Disclosure Agreements, proprietary information, and Intellectual Property ownership by the company. We should state this evaluation criteria and process with the job posting on our website.
  - For TEN externs: Interest of applicant, no rubric used, process not public.
    - Point of discussion: We should include a brief statement on the Extern page of how externs will be evaluated for suitability as externs.

- Who is on selection committees and who makes the final decisions? Who interacts with the applicants?
  - For Temblor positions: CEO and CTO make these decisions by consensus.
  - For TEN writers/externs: Jen, Meg, and Alka

- Has your hiring and/or admissions process been evaluated by outside consultants? What is the process for changing it?
  - No

- Has your university or company implemented or considered strategies like cohort hiring, mentoring, dual career support and partner hires, re-visioning your work culture, or other considerations outlined in “Leveraging Promising Practices”? 
  - Our NSF postdoc receives mentoring guidance from a senior editor and from the CEO.
  - In the past year, we have moved away from a central Silicon Valley location at a co-workspace/accelerator to a distributed company connected by Zoom and email traffic. Our most recent hires were in El Paso/Ensenada and Istanbul, and we have had two people on the East Coast for over a year. Time zones are a challenge, and we need to bring everyone together post-COVID for an off-site.