Hiring and/or Admissions Policies for University/Organization - Example URGE Deliverable

This is what was found by Woods Hole Diversity Pod at Woodwell Climate Research Center on Hiring and/or Admissions 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**¹ is included in a standard job or admissions advertisement? Are there other inclusion statements and resources publicly available²?
  - **Woodwell Climate Research Center is an Equal Opportunity Employer. It is our policy to not discriminate against any applicant for employment because of race, color, religion, sex, sexual orientation, gender identity, national origin, age, marital status, genetic information, disability or because they are a protected veteran.**
  - On our website where jobs are posted Woodwell’s statement on diversity is also posted. The formatting of this page could be improved to make this more apparent as it is easy to scroll by while looking for a job posting.

- **Where are advertisements posted or sent? Are there other strategies for reaching applicants for hiring and/or admissions, e.g. job fairs, showcases?**
  - Woodwell has a Recruitment sub committee as part of DIRE
  - Jobs are posted to our website and the following boards -- the recruitment sub-committee is actively working on this, so this is not the end product:
    - AGU
    - Alaskan Native Science and Engineering Program
    - Association for Latino Professionals for America
    - Association for Women Geoscientists
    - Association for Women Scientists
    - Association of Polar Early Career Scientists
    - Black Geologists
    - Conservation Job Board
    - Diversity.com
    - Doris Duke Alumni Network

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² https://careers.whoi.edu/opportunities/diversity-inclusion/
⁵ https://www.brandeis.edu/diversity/dei-recruitment-hiring/rubric-for-evaluating-diversity-statements.html
Unlearning Racism in Geoscience

- Earth Science Women Network ESWN es-jobs listserv
- ESA (ecolog)
- GIS Jobs
- Handshake (all colleges and universities including HBCU)
- HigherEd Jobs
- Idealist
- MediaBistro
- NASA Carbon Cycle & Ecosystems
- National Association of Black Journalists
- National Association of Hispanic Journalists
- Nature Careers
- Permafrost Young Researchers Network
- SACNAS

- **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?**
  - Cover letter, CV or resume, contact details for three references
  - Additional information might be asked for in a job if required
    - For example, for a recent job posting for a science writer, a portfolio or writing samples are asked for in addition to what is listed in the above point

- **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?**
  - The process is not public and varies by who is hiring I would imagine. The recruitment sub-committee has talked about coming up with rubrics that would make the process more equitable and transparent.

- **Who is on selection committees and who makes the final decisions? Who interacts with the applicants?**
  - Unclear and varies by position

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

○ Cohort hiring was suggested in the Livingston Report as a strategy the science institutions in the village could take. Since there has been no movement on a village-wide office of diversity and inclusion, this happening seems far away.

○ Woodwell is currently in the midst of trainings/modules with the Avarna Group examining our workplace culture and ways to modify/improve it so that we are supporting all employees at Woodwell.