URGE Cordillera Deliverable 5: Admissions and Hiring Policies

This session’s focus is on admissions and hiring policies, and how they impact BIPOC members of the geosciences community. Our pod includes both industry and academic professionals, who gave input on the processes for hiring within their respective areas of work. Some recommendations were made based on what has been seen, and further thought will be given to these policies. The deliverable is divided into two parts: Industry, and University. Each part is written by the respective pod members in that particular area of work.

Part 1: Industry

The Process:

- My workplace is a privately owned LLC. The hiring process occurs on an as-needed basis.
- The decision to hire is made solely by the President of company but input by the hiring "team" is considered.
- The team is composed of ~4-5 individuals, at least one of whom has a specialty in line with the empty position.
- Candidate searches are the catch-as-catch-can variety with a job posted to a free or low cost internet site that generates an onslaught of mostly (95%) unqualified resumes.
- The team first reviews CVs and selects candidates for phone, then in person interviews, with attrition at each step.
- There are no more than 3 candidates selected for in-person interviews.
- There is no defined criteria for candidates except for education and previous experience.
- The interviews are typically un-organized or semi-organized. The hiring team is usually tasked with developing the interview questions. No guidance is given regarding fair or bias questioning.
- Post interview meetings are typically discussing pros/cons of each candidate for the benefit of the President.

Recommendations:

- The company would be better off if the hiring process was more researched and uniform.
- The fairness of the process is in question because some of the best candidates can be disregarded based on the lack of direction from the President.
  - For example, during one hiring round when I was on the team, the best candidate was located in Canada and the team went through the phone interview with the candidate and promoted the candidate for an in-person interview, at which time the President decided that all candidates should be local...
to the area. Ultimately, there were no qualified, local candidates, thus the position remained unfilled.

- The reputation of the company for treating employees well is below the average. The President could do more to improve the reputation in the local market if this is the where prospective pool of candidates is located. Due to the poor reputation, in general, it is not likely that candidates who may be sensitive to work environment issues such as racial or gender discrimination would be inclined to apply for a position.
Part 2: University

EXPERIENCE WITH BEING HIRED
- broad application with teaching and research statements, CV, references
- phone interview with hiring committee
- on campus teaching and research presentations
- meetings with students and faculty in the program
- meeting with committee
- meetings with department chair, dean, provost

EXPERIENCE ON A COMMITTEE
- department chair designates committee chair
- committee chair solicits volunteers for committee
- dept chair and dean sign off on committee composition
- committee writes hiring statement, to be approved by dept chair and dean
- ad goes out
- HR training on legal requirements
- committee narrows pool to phone interviews, then 3 on campus interviews; no rubric required but helpful for these steps
- on campus interview as described above.
- committee makes selection, to be approved by dept chair, dean, and provost
- contact with potential hires extremely limited

RECOMMENDATIONS:
- The university should require all hiring announcements to be vetted by the Chief Diversity Officer or someone on the staff from that office, and/or provide specific guidelines for language in a job announcement.