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

This is what was found by [Insert Pod Name] at [University/Organization] 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) statement1 is included in a standard job or admissions advertisement? Are there other inclusion statements and resources publicly available2?**
* **Where are advertisements posted or sent? Are there other strategies for reaching applicants for hiring and/or admissions, e.g. job fairs, showcases?**
* **What are the requirements for an applicant, e.g. letters of recommendations, fees/test scores3/grades? Is providing any of these a potential barrier that could be further lowered or removed? Are there any problematic questions asked?**
* **How are applicants/applications evaluated? Is that process and/or rubric4,5 public? What kind of biases are introduced in this process and what strategies are used to address these, e.g. removing applicant names?**
* **Who is on selection committees and who makes the final decisions? Who interacts with the applicants?**
* **Has your hiring and/or admissions process been evaluated by outside consultants? What is the process for changing it?**
* **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”6?**