URGEO
Unlearning Racism in Geoscience

Applied Physics Laboratory
UNIVERSITY *of* WASHINGTON

This is what was found by Pod 1/2 at APL-UW on Hiring and/or Admissions Policies, as well as what the pod would propose to change and improve. We note that this is not necessarily a full representation of available Hiring and/or Admissions Policies at APL-UW, but an initial assessment to begin discussions.

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 available[2]?**
  - Example statement from a current APL posting on UWHires:

  Committed to attracting and retaining a diverse staff, the University of Washington will honor your experiences, perspectives and unique identity. Together, our community strives to create and maintain working and learning environments that are inclusive, equitable and welcoming.

  The University of Washington is a leader in environmental stewardship & sustainability, and committed to becoming climate neutral. The University of Washington is a leader in environmental stewardship & sustainability, and committed to becoming climate neutral.

  The University of Washington is an affirmative action and equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, gender expression, national origin, age, protected veteran or disabled status, or genetic information.

  To request disability accommodation in the application process, contact the Disability Services Office at 206-543-6450 or dso@uw.edu.

[1] R. Kelley, 10 Samples of an Effective EEO Statement, blog.ongig.com/diversity-and-inclusion/eeo-statement-samples, (2017).

[2] https://careers.whoi.edu/opportunities/diversity-inclusion/

[3] K. Cobb, #GRExit Resources, https://doi.org/10.6084/m9.figshare.13215461.v1, (2020).

[4] J. Posselt, Inside Graduate Admissions: Merit, Diversity, and Faculty Gatekeeping, https://www.jstor.org/stable/j.ctvjghw8s, (2016).

[5] https://www.brandeis.edu/diversity/dei-recruitment-hiring/rubric-for-evaluating-diversity-statements.html

[6] K. Griffin, J. Bennett, T. York, Leveraging Promising Practices, Washington DC: Aspire Alliance, (2020).

○ APL specific: https://apl.uw.edu/jobs/benefits_compensation.php, https://ap.washington.edu/eoaa/affirmative-action-plan-and-resources/
○ UW also has resources for examining and conducting the hiring process with a DEI lens (https://hr.uw.edu/diversity/hiring/) and includes 3 examples of departmental diversity and inclusion statements to include in job advertisements.
○ Our pod discussed the value of adding a DEI statement to APL's public website, in addition to statements included in job postings, to amplify our commitment to diversity.

- **Where are advertisements posted or sent? Are there other strategies for reaching applicants for hiring and/or admissions, e.g. job fairs, showcases?**
    ○ APL (https://apl.uw.edu/jobs/jobs.php) and UW (https://uwhires.admin.washington.edu/eng/candidates/) job posting pages
    ○ UW hosts job fairs and has a list of recruiters, however APL is not involved and doesn't host fairs or showcases expressly for recruitment.
    ○ We discussed reaching out to student groups at UW - cultivate connections that encourage a diverse group of applicants
        - SWE - Society of Women Engineers
        - SHPE - Society of Hispanic Professional Engineers
        - NSBE - National Society of Black Engineers
        - ASME - American Society of Mechanical Engineers
        - AISES - American Indian Science and Engineering Society
        - HuskyADAPT
        - OSTEM - Out in Science, Technology, Engineering, and Mathematics
        - Phi Sigma Rho
        - SACNAS - Society for Advancement of Chicanos/Hispanics and Native Americans in Science
        - SASE - Society of Asian Scientists & Engineers
        - UWROV
        - Husky Robotics
        - HPS - Human Powered Sub
        - And many more: https://huskylink.washington.edu/

- **What are the requirements for an applicant, e.g. letters of recommendations, fees/test scores[3]/grades? Is providing any of these a potential barrier that could be further lowered or removed? Are there any problematic questions asked?**
    ○ APL-UW is not a degree-granting institution, so it does not have student admission requirements. Instead, many APL researchers hold affiliations in other

academic departments at UW where they may serve as graduate advisors to students admitted to that department.

  ○ APL requirements are position specific, but typically do not include fees.
  ○ Our pod discussed the challenges of project-based hiring, which is often constrained by contract timelines.
  ○ We are not aware of formalized questions asked during the hiring process.

- **How are applicants/applications evaluated? Is that process and/or rubric[4,5] public? What kind of biases are introduced in this process and what strategies are used to address these, e.g. removing applicant names?**
  ○ APL doesn't have any posted or written guidelines or process or specifically require any rubric for applicant interviewing or evaluation. They do link to the UW Fair pre-employment inquiry and hiring process (https://hr.uw.edu/talent/hiring-process/interviewing/fair-pre-employment-inquiry/) which does suggest and provide example evaluation forms (rubric-like) (https://hr.uw.edu/talent/hiring-process/).
  ○ Our Pod discussed the merits of requiring implicit bias training for anyone involved in the hiring process.
  ○ We discussed a need for transparency not only during the hiring process, but in general as we work to develop new policies and DEI efforts.

- **Who is on selection committees and who makes the final decisions? Who interacts with the applicants?**
  ○ We are unaware of formal guidelines for selection committees at APL. Generally, selection committees and hiring decision trees vary by position sought.
  ○ UW provides a checklist for interviewing hiring committees: https://hr.uw.edu/diversity/hiring/checklist-for-interviewing-hiring-committees/
  ○ Efforts are usually made to encourage interaction between applicants and project teams or departments to which they are applying, but this process is typically informal.

- **Has your hiring and/or admissions process been evaluated by outside consultants? What is the process for changing it?**
  ○ We are unaware of any outside consultation to review APL's hiring process.
  ○ Our discussion highlighted that the process to implement hiring changes has many challenges and unknowns. We worked to frame our discussion of potential DEI initiatives within short-range, mid-range, and long-range goals to facilitate actionable recommendations.

○ Within our Pod, we recognized that a necessary component of changing hiring practices is a commitment to creating an equitable/inclusive climate to increase retainment and foster the success of a diverse workforce.

● **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]?**

○ We are unaware of strategies listed above being implemented at APL.