



**College of
Agricultural & Life Sciences**
UNIVERSITY OF WISCONSIN-MADISON

**College of Agricultural and Life Sciences Hiring Best Practices Checklist
For Faculty and College Leadership Positions**

The Hiring Best Practices Checklist for Faculty and College Leadership Positions accompanies the full document, CALS Hiring Best Practices for Faculty and College Leadership Positions. This checklist can be utilized as a guide to consider diversity, equity, and inclusion within the recruitment, evaluation, and hiring process. Please refer to the full document for clarification/additional information on checklist points.

- ☐ Ensure all members of the search & screen committee have completed WISELI training, [Searching for Excellence and Diversity](#), within the four years prior to a search (requirement).
- ☐ PVL guidelines:
 - Include the CALS diversity statement, along with applicant commitment to diversity equity, and inclusion.
 - Provide a timeframe for application submissions that will allow for a large and diverse pool of applicants to apply. Increasing this window can increase candidate numbers and the diversity of applicants.
 - Decide as a department/unit and/or search committee on the critical skills required of the candidate and include them in the PVL.
 - Work with CALS HR in the early development stages and as needed throughout the recruitment.
- ☐ Recruitment recommendations:
 - Utilize different recruitment strategies to increase diversity in the candidate pool and document those efforts.
 - Identify and encourage applications from department/unit-identified underrepresented groups.
 - Send recruitment and PVL information to specified schools and listservs with underrepresented groups.
- ☐ Application review:
 - Prior to viewing applications:
 - Generate and agree upon selection criteria and methods.
 - Decide on criteria for triage (or critical requirements) of applications.
 - Ensure each applicant is reviewed by at least two search committee members and three if potential bias is possible (e.g. known/internal candidates).

☐ Candidate interviews:

- Ensure those who have contact with interviewing the candidates (e.g. faculty, staff, graduate students) have a copy of the WISELI questions *not to ask* when interviewing candidates.
- Create pre-determined questions and/or topic areas to guide interviews to ensure equity within the process.
- Communicate what will be expected in the interview process to candidates before the interview so everyone has the same information in advance.
- Ask candidates how they would contribute to:
 - Maintaining a diverse and inclusive research group/administrative unit;
 - For faculty, maintaining an inclusive classroom and recognizing diversity of learning styles;
 - Supporting diversity, equity, and inclusion in the department/unit;
 - For those with Extension appointments, how they will engage with diverse stakeholders and provide inclusive programming.

☐ Candidate selection:

- Use the core selection criteria (i.e., qualifications) as outlined within the PVL.
- Develop a rubric before interviewing candidates.
- Ensure that all search and screen committee members have the opportunity to voice opinions.
- Develop a mechanism to gather information/feedback. Outline a plan to use information from others in the department/unit prior to the start of the interview process.
- Develop the detailed selection process prior to the interviews.

☐ Plan for continuous quality improvement for hiring practices:

- Refer to the full document, CALS Best Practices for Hiring, for the framework to complete a continuous quality improvement study.
- Do not hesitate to contact CALS Human Resources for examples or assistance in developing criterias, methods, rubrics, scales, scoring, etc.