

Inclusive Hiring Best Practices: Removing Barriers and Mitigating Search Committee Bias

Information about Academic Impressions and link to log in:

<https://www.uis.edu/academic-impressions>

Direct Link to Training:

<https://www.academicimpressions.com/inclusive-hiring-best-practices/>

This training can be used by hiring managers, search chairs, and search committees to create inclusive job descriptions and advertisements, enhance their approaches to inclusive hiring, help committees identify and mitigate their own biases, and plan for a successful interview process. The full training takes about two hours, although the lessons are split up into 25 short videos. It is recommended that hiring managers and search chairs review the available training topics and assign specific modules to their committee. In addition, hiring managers and search chairs can benefit from engaging in modules specific to their role in the hiring process. A list of video topics and the length of the videos is provided below.

Lesson 1: Getting started

Topic	Length
Speaker & Topic Introduction	5:43
Selecting Members of the Search Committee	13:20
Job Description Review Process	6:24
Mitigating Barriers for your Candidate Pool	4:34

Lesson 2: Candidate Recruitment

Topic	Length
Developing Committee Consensus and Writing the Advertisement	4:01
Revisiting Common Hiring Practices	4:46
Best Practices for Pool Development	3:24
Posting the Job Ad	2:11
Coordinating Outreach	3:44

Lesson 3: Preliminary Candidate Selection

Topic	Length
Personal Biases and their Influence in the search Process	7:24
Setting Ground Rules to Mitigate Bias	2:51
Diversity Statements	2:21
Evaluating Candidates	3:51
Initial Screening Interviews	3:44

Lesson 4: Formal Interview

Topic	Length
Scheduling Considerations for On-Site Interviews	6:42
Plan for Consistent Interview Questions and Interview Day Experience	8:11
Internal Candidate Consideration	2:09
Feedback for Candidates	1:05
Search Firms	1:57
Search Advocates	1:56

Lesson 5: Final Assessments, Hiring, and Onboarding

Topic	Length
Candidate Reference Checks and Background Checks	12:23
Final Candidate Recommendations for Hire	3:02
Best Practices to Memorialize Your Search Process	3:14
Onboarding New Hires	5:05
Closing Remarks	1:58

Presenter Bios:

Melinda Messineo, Ph.D.

Professor of Sociology, Ball State University

While serving as a professor of Sociology, Melinda also serves as a distinguished faculty fellow in the Office of Inclusive Excellence. She has 25 years of higher ed experience in classroom and academic leadership roles, and over a decade furthering DEI work through learning and development initiatives. She is the recipient of numerous teaching awards, including the

Schnabel Teaching Award from the North Central Sociological Association and the Hans O. Mauksch Award from the American Sociological Association Section on Teaching and Learning. She has served as President of the North Central Sociological Association, Vice President of Alpha Kappa Delta, the International Sociological Honor Society, and was Chair of the Section for Teaching and Learning for the American Sociological Association. She is passionate about removing barriers to inclusion and works to empower all voices so our community can thrive.

Melissa Rubrecht, M.A.

Director of Employee Relations and Affirmative Action, Ball State University

Melissa Rubrecht is an experienced Human Resources professional with 30+ years of higher education experience in employee and labor relations and has led affirmative action efforts for the last 8 years as Ball State University's Director of Employee Relations and Affirmative Action in Muncie, Indiana. As the University's champion for equal opportunity and nondiscrimination, Melissa's advocacy for equity and ongoing training efforts, in partnership with Office of Inclusive Excellence, has resulted in a 25% increase in overall employee diversity since 2014. Melissa serves on Ball State's Presidential Advisory Committee for Inclusive Excellence (PACIE), and she is a member of the state's College & University Personnel Association (CUPA) as well as the Society for Human Resources Management (SHRM). Representing the University in relationships with employee organizations, Melissa has successfully bargained ten union contracts to agreement and preserved management's rights by limiting the expansion of the bargaining unit to other unions or areas of the University. Melissa's proactive approach to handling employee relations issues has resulted in a 75% reduction in grievances, and no cases proceeding to arbitration since 2012. At the state level, Melissa's service on Chamber of Commerce employment law committees, and currently as Secretary of Indiana's Industry Liaison Group (ILG), provides avenues for her to share her expertise beyond the University. A Ball State University alumnus, Melissa holds an M.A. in English and in Executive Development for Public Service, and a B.S. in Political Science. Away from campus, Melissa is active in 4-H in Madison County, Indiana, and enjoys reading, gardening, live music, and motorcycling.

AEO Contact:

If you have questions about assigning modules or if you would like additional guidance on any of the topics discussed in this training, please do not hesitate to reach out to the Access & Equity Office at aeo@uis.edu or 217-206-6222.