



University of Colorado
Denver | Anschutz Medical Campus

Search Committee Guidelines for Interaction

1. We will agree on how we will make decisions before various stages of our work.
2. As we make decisions, we will agree on whether or not to prioritize job qualifications (as stipulated by the hiring authority or other stakeholders, including committee members).
3. We will reach consensus on how we will weight qualifications.
4. We will not expect members of underrepresented groups to be solely responsible for identifying candidates who will help to enhance diversity. Rather, each committee member will work toward that goal.
5. We will try to avoid unconscious biases. If we perceive that they are occurring, we will discuss them.
6. We will present and consider concrete evidence -- not opinion or hearsay -- about job candidates.
7. We will guarantee strict confidentiality regarding job candidates and the committee's procedures and discussions.
8. All members will have access to more or less equal "air time" during committee deliberations.
9. During interviews, we will use a variety of questions (e.g., standard questions, behavior-based questions, and simulations). Also, we will pose the same questions to every applicant, in the same order.

For more strategies and techniques, see: Moody, J. (2012). *Faculty diversity: Removing the barriers*. New York: Routledge.



Office of Diversity and Inclusion
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