

Inclusive Recruiting Checklist

A successful, inclusive search process requires planning, patience, and intentionality. Once a faculty position becomes available for recruitment, Department leaders and the potential search committee members should create processes that are transparent, timely, and effective. Please contact the SOM Office of Multicultural Affairs for additional information and materials about Best Practices Hiring Guidelines to support your department goals surrounding diversity & inclusion and organizing an efficient and inclusive search process. Here's a place to start:

Department/Section Administration

- Review OIE's Department Goals.
- Review recruitment procedures, modify as necessary, and implement improved changes
- If available, review relevant survey or exit interview data to identify areas for improvement within climate or entity culture that may have impact on retention.

Search Committee / Interview Team

- Define number of committee members, identify committee members, and request participation
- Review recruitment process and distribute relevant materials
- Complete training in implicit/unconscious bias; Follow guidance from Provost Office and OMA about conducting search pursuant to best practices.

Search Plan Development

- Establish milestones and timelines for search process
- Complete job summary/description
- Develop objective criteria used for candidate evaluation
- Identify candidate sourcing strategies

Sourcing and Building a Diverse Candidate Pool

- Implement advertising strategies
- Implement networking strategies

Candidate Selection and Interview Process

- Review and evaluate applications
- Identify candidates to be interviewed

- Initiate interview process
- Develop “short list” of top candidates

Selecting Candidate for Hire

- Evaluate interview feedback and disqualify “short list” candidates based on pre-determined objective criteria
- Identify primary candidate for hire
- Assess reasons for eliminating other candidates

Process Review

- Assess effectiveness of process and recommend changes for future recruitment
- Communicate results of committee search
- Communicate/share note of thanks to committee membership

Advertising and Connecting with Diverse Candidates

This list is not meant to be comprehensive – but should be a guide to help achieve and promote the recruitment of talented, qualified candidates. In addition to placing a national advertisement, it is recommend that departments also place ads in locations prominent among women, minorities, and underrepresented groups in medicine.

The following list is intended to support search committees in publicizing open position(s) to the broadest possible applicant pool. The sites listed below have publicly available job boards for posting positions. The cost varies for each site; some are free. Advertisements for any position should be approved by HR.

BASIC SCIENCE / RESEARCH

American Indian Engineering Science and Engineering Society:

<http://www.aises.org/careers/job-board>

Association for Women in Science:

<https://awis.associationcareernetwork.com/>

National Organization for the Professional Advancement of Black Chemists and Chemical Engineers: <https://www.nobcche.org/corporate-academic-partners>

Society for Advancement of Chicanos/Hispanics and Native Americans in Science:

<https://careercenter.sacnas.org/>

CLINICAL SCIENCE / PHYSICIANS

Association for American Indian Physicians:

<https://www.aaip.org/job-center/>

The Association for Academic Minority Physicians:

<https://www.aampinc.org/academic-opportunities>

National Hispanic Medical Association

<https://careers.nhmamd.org/employers/>

The National Medical Association (*an established national network of affiliated community-based organizations with a powerful reach within African American communities across the nation*)

<https://career.nmanet.org/>

DiversityMD (*DiversityMD is a job board and community resource for diverse physicians and the employers who seek to diversify their team of providers.*)

<https://careers.diversitymd.com/>

HEALTH SERVICES RESEARCH

AcademyHealth (*AcademyHealth is dedicated to improving the knowledge base of health care decision-making by supporting the professional development of those who conduct and use health services research, advocating for the tools and funding necessary to do this important work.*)

<https://jobs.academyhealth.org>

DEPARTMENT SPECIFIC

ANESTHESIOLOGY

Women in Anesthesiology

<https://www.womeninanesesthesiology.org>

EMERGENCY MEDICINE

FeminEM

<https://feminem.org>

MEDICINE

Association of Black Cardiologists

<https://abcardio.org/careers-at-abc/>

RADIOLOGY

American Association for Women Radiologists

<https://aawr.careerwebsite.com/>

ORTHOPEDIC SURGERY

American Association of Latino Orthopaedic Surgeons

<http://www.aalos.org/>

J. Robert Gladden Orthopaedic Society

<https://jrgos.mcjobboard.net/jobs>

Ruth Jackson Society

<http://www.rjos.org/index.php/membership/career-opportunities>

PSYCHIATRY (AND PSYCHOLOGY)

Association of Black Psychologists

<http://www.abpsi.org>

SURGERY

Association of Women Surgeons

<https://womensurgeons.careerwebsite.com>
Society of Black Academic Surgeons
<https://www.sbas.net/opportunities-surgeons/>

GENERAL / HIGHER EDUCATION

Academic Careers Online Diversity Job Fair
www.AcademicCareers.com

The Academic Network Minority Faculty Applicant Database (MFAD)
<https://academicnetworkinc.com/mfadjobs>

American Association of University Women
<http://www.aauw.org>

Association of American Medical Colleges (AAMC)
<https://careerconnect.aamc.org>

Executive Leadership in Academic Medicine (ELAM)
(senior women faculty at schools of medicine, dentistry and public health)

General info:

<http://www.drexelmed.edu/Home/OtherPrograms/ExecutiveLeadershipinAcademicMedicine.aspx>

Job listings:

<http://www.drexel.edu/medicine/Academics/Womens-Health-andLeadership/ELAM/Career-Services>

Diverse Issues in Higher Education
<http://diverseeducation.com>

Higher Education Recruitment Consortium (HERC)
(HERC offers the largest database of higher education and related jobs in the world. They are a non-profit consortium of over 700 colleges, universities, hospitals, research labs, government agencies, and related non- and for-profit organizations.)
<http://www.hercjobs.org>

Hispanic Outlook on Education
<https://hispanicoutlookjobs.com>

Hispanic-Serving Health Professions Schools (HSHPS)
<https://www.hshps.org/news/employment>

Historically Black Colleges and Universities Network:

<http://hbcunetwork.com/cgi-bin/jobs/index.cgi>

Insight into Diversity

<https://careers.insightintodiversity.com/employer/pricing>

Latinos in Higher Education

<https://www.latinosinhighered.com/>

Latino Medical Student Association

<https://lmsa.careerwebsite.com/employer/pricing/?extre=1>

National Association of Minority Medical Educators

<http://nammenational.org/jobs>

Women in Higher Education

<https://employer.wihe.com>