

Position Information

Position Title: _____ Job Opening ID #: _____

Faculty: _____ Department: _____

Candidate Choice Information

Candidate of Choice (*First Name Last Name*): _____

Applicant ID #: _____ McMaster Employee ID # (*if available*): _____

Anticipated Start Date (*mm/dd/yyyy*): _____

Search Committee Information

Department Chair (*First Name Last Name*): _____

Committee Chair (*First Name Last Name*): _____
(if not Department Chair)

Employment Equity Facilitator (*First Name Last Name*): _____

McMaster Empl ID of Employment Equity Facilitator: _____
(*This information may be provided by the Dept/Faculty Administrator*)

McMaster Email of Employment Equity Facilitator: _____

Process Checklist

Instructions: Please select the checkboxes for the leading statements **AND** the check boxes (or radio buttons) as applicable on more specific details

1. In the Preparation Phase...

- Employment Equity Facilitator participated throughout the search process
- Committee included members of equity-deserving groups
 - Women Yes No UNK
 - Additional details (please select only **one** option):
 - Women (at least 50%) Yes
 - Women (at least 30%) Yes
 - Women (less than 30%)* Yes
 - Indigenous person(s) Yes No UNK
 - Racialized person(s) Yes No UNK
 - Person(s) with disabilities Yes No UNK
 - 2SLGBTQI+ person(s) Yes No UNK

*If less than 30% Women, please provide additional (brief) details:

- Search Committee members received equitable recruitment and search/selection training (please select only **one** option):
 - Chair and all members Yes
 - Over 50% including Chair Yes
 - Less than 50% including Chair Yes
- Committee reviewed institutional/faculty/department employment equity gaps

2. In the Recruitment Phase...

- Institutional Statement of Commitment to EDI/Inclusive Excellence included in Job Ad
- A consistent process for recommendation letters was communicated and followed
- Invitation to complete Diversity Survey included in the Job Ad
- Statement of contribution to EDI and inclusive excellence requested in Job Ad
- Diverse venues and strategies were used to attract applicants from equity-deserving groups
List:

3. In the Assessment Phase...

- Contributions to EDI and inclusive excellence integrated into job criteria evaluation rubric
 - Provide copy of job criteria evaluation rubric*
- Committee discussed candidate evaluations and examined possible biases/barriers
- Long/shortlisted candidate diversity profile was reviewed and competitive equity-deserving applicants included
- Questions about contributions to EDI and inclusive excellence were included in the interview

*Please upload rubric [template](#) under the "Additional Files" section in Mosaic

4. In the Selection Process...

There were more than one finalists who were relatively equal in qualification Yes No

If yes:

- Diversity gaps and goals were considered, and employment equity principles were applied when recommending candidate of choice
- It was unknown whether finalists were members of equity-deserving groups

A member of an equity-deserving group was recommended for hire Yes No UNK

Narrative Comments:

Briefly discuss any challenges encountered in applying any of the above listed employment equity best practices and strategies attempted to overcome the challenges.

Note: If the space provided below is not sufficient, a separate document may be added to the recruitment package and uploaded as an additional file in Mosaic

Dean's Approval:

Note: For appointments in **Faculty of Health Sciences only**, an approved designate may provide the required review and endorsement

Dean (or designate): _____

- The Dean (or designate) has reviewed the Search Summary Report and endorses the candidate of choice
- The Dean (or designate) was provided the Checklist for Offer Negotiations

Thank you for your commitment to advancing inclusive excellence at McMaster University!