



# Tips to increase diversity in your applicant pool

Courtesy of UMN Office of Human Resources

1. Focus on the job opening description to be more inclusive to prospective employees
  - a. For minimum requirements:
    - i. Include language that supports diversity throughout the job description and in the requirements section, such as:  
  
*"Recruit and hire high potential people with varying identities and backgrounds" and "Strong commitment to support the University's goal of creating a positive and inclusive campus climate for all by advancing equity and diversity" and/or "Demonstrated commitment of supporting principles of equal opportunity and affirmative action to achieve a diverse workforce"*
    - ii. Develop your job opening requirements based on core competencies (see example below)
    - iii. Caution, as numerous requirements create barriers, only include the minimum required qualifications based on the job class specifications
  - b. For preferred requirements:
    - i. Need to be based on core competencies to prevent exclusion of diverse candidates
    - ii. Do not overwhelm the candidate with too many preferred requirements, 3-5 are recommended
2. Build relationships with campus community
  - a. Attend a career fair and/or participate in career development events
3. Connect with recently hired diverse employee to source new diverse candidates within their network
4. Reach out to Employer Relations coordinators for help with recruitment strategies

## Reflection Qs – Questions for a Search Committee to Consider

1. How may you be limiting your diverse applicant pool with a job opening?
2. Do you often include in the required qualifications section, "[Industry] experience", technical skills such as, "[Specific Software] experience", or requiring additional years of experience?
3. How often do you place yourself in situations where you are not a member of the majority, based on your organizations EOAA statement?
4. Have you participated in equity and diversity training or professional development? Have you encouraged your direct reports or peers to participate as well?
5. Have you thought how participation in equity and diversity training or professional development may help to increase the diversity of your organization?



## Example job description from U of M OHR Diversity & Inclusion Team – August 2016

*Note: Below **the text in red** is diversity language that appeals to allies/diverse candidates; **the text in blue** provides some explanation of the requirements.*

### Sr. IT Director

Become affiliated with and support an organization that changes lives through research, education, and outreach - join the University of Minnesota, ranked #65 on Forbes magazine's 2015 list of the nation's 500 best employers, and #10 in higher education.

The University of Minnesota's Office of Information Technology (OIT) seeks a Senior Director to provide strategic vision and leadership for its User Support organization. Reporting to the Vice President and CIO, the Senior Director champions a user-centric approach to IT - and as a valued partner in support of institutional priorities. The position requires strong leadership skills, organizational agility, the ability to effectively develop managers and direct staff in a matrix-managed organization, **and an understanding of and appreciation for creating and supporting diverse teams.**

#### Required:

- BA/BS degree and at least 10 years of work experience, including significant management experience leading an information technology function. **(This is the minimum requirement for this job classification)**
- Prior experience with managing managers, unit organizational structure, skills forecasting and development, and direct report coaching and development. **(All needed to manage a unit/department at this level)**
- Experience in supporting a large base of users and systems in a complex environment. **(Needed for this position)**
- **Demonstrated commitment of supporting principles of equal opportunity and affirmative action to achieve a diverse workforce.**

#### Preferred:

- Knowledge of ITIL methodologies. **(Only one preferred listed, and note it does not require the certification for ITIL, rather "knowledge of")**

#### Job Responsibilities:

- Make significant contributions to IT strategy formulation and administration. Consider and proactively address the implications of strategy decisions in terms of IT resources. Ensure alignment of support activities with strategic objectives.
- Cultivate collaborative relationships with partners across the University and with outside constituents. Leverage these relationships to advance IT goals in support of institutional priorities.
- Provide inspired leadership of teams. Ensure teams are effective, engaged and supportive of IT goals. Create a climate that empowers others, provides recognition and encourages staff to do their best.
- Develop and coach managers to be effective people leaders. Provide guidance on job design, staffing, performance management and skills forecasting. Set clear expectations and hold managers accountable for team performance.
- **Foster an inclusive environment appreciative of differences in the workplace. Meaningfully participate in and lead efforts to support the University's commitment to equity and diversity.**

*[Include Company Benefits Here]*