

# “Do’s and Don’ts” in the Search & Interview Process

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# Preparation

A first step towards hiring exceptional and diverse faculty is to ensure a *fair, equitable and inclusive search process*.

Prepare in Advance:

- Identify a diverse search committee
- Review, as a committee, the job description
- Identify the ideal candidate's skill, knowledge, ability and other qualities for success
- Develop well-defined criteria and rubrics to evaluate candidates fairly and consistently
- Openly discuss what is and what is not appropriate during the interview and recruiting processes



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# Policy UA-01: Non Discrimination/Equal Opportunity/Affirmative Action

- <https://policies.iu.edu/policies/ua-01-equal-opportunity-affirmative-action/index.html>
- Ensure Search Committee is familiar with IU's Policy
- Job Postings must contain IU's AA/EEO/Non-Discrimination Statement



## UA-01:

- “Indiana University pledges itself to continue its commitment to the *achievement of equal opportunity* within the University and throughout American society as a whole.”
- “Indiana University will *recruit, hire*, promote, educate, and provide services to persons *based upon their individual qualifications*.”
- “Indiana University *prohibits discrimination* on the basis of age, color, disability, ethnicity, sex, gender identity, gender expression, genetic information, marital status, national origin, race, religion, sexual orientation, or veteran status.”
- Indiana University shall take affirmative action, positive and extraordinary, to *overcome the effects* of traditional policies and procedures with regard to the disabled, minorities, women and veterans.”



## To that end...

- Ensure that opinions, assessments, assumptions, and decisions in the search process are not based on these protected characteristics
- During the entire search process (i.e., interviews, on-campus meetings, recruiting) avoid asking questions or framing conversations that...
  - seek to elicit information about these characteristics, or
  - would lead a candidate to believe that these characteristics are a factor in their employment
- Review all candidates according to the same rubric, based on the job-related criteria



# Commonly Asked Questions that are Impermissible

- Are you married? Single? Divorced?
- Do you have kids? Are you planning on having kids? How do you handle childcare? Are you pregnant?
- When were you born? How long do you think you'll work before retirement?
- What country are you from? How do you define your race?



## A few more ...

- What is your religion? Do you attend church?
- How do you feel working for a man/woman?
- What is your sexual orientation?
- Do you have any health problems? Are you in good health? Is there any reason you would need time off for your disability?
- Will you be able to manage this work given [insert protected characteristic...]?



## And some tips:

- Plan ahead and ask job related questions:
  - ✓ Will you be able to perform specific job related requirements? (e.g. travel, evening classes, unusual hours)
  - ✓ Ensure you are asking all candidates standardized questions in the same or similar manner (e.g., in an interview session, in their meeting with chair or department representative, etc.)
- Apply these principles at all points of contact with candidate, including more social settings





## Tips...

- Candidates may bring up information related to these characteristics – that’s ok.
- For example, they may reference children, where they are from, their culture and background.
- Candidates may have questions to help them evaluate IU and the community. Provide helpful answers and/or connect them to others who can help.
  - “Are there day care centers nearby?”
  - “Is there a LGBTQ resource group on campus?”
- It is important that they perceive that these characteristics are not criteria by which they will be assessed.



## \*Note on Accommodations

- If an applicant has a disability, they may need an accommodation to proceed through the search process (e.g., sight, hearing, and/or mobility related accommodations for interviews)
- If an applicant identifies a disability or need for accommodation, connect them with Vice Provost Academic Affairs (812-855-2809 or [vpfaa@indiana.edu](mailto:vpfaa@indiana.edu)) to discuss needs and options during search process



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# ***QUESTIONS?***

**Office of Institutional Equity**

[equity.iu.edu](http://equity.iu.edu)

IUB Academic Search Guide available on website under  
Affirmative Action/Hiring tab

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