

Gender Equity Recruitment Checklist

Our vision is to develop a superb Research Centre that carries out world class research that is impactful. To accomplish this vision, we need to:

- Create a research environment/culture that is open, inquisitive, supportive, and collaborative
- Recruit and retain the best scientists
- Recruit and retain scientists of diverse backgrounds including gender, race, ethnicity, and sexual orientation

1) Establish hiring goals and targets

- Each Dept. should have internal discussions about what hiring goals and targets they would like to achieve given the ultimate goal is to ensure diverse membership

2) Form a Search Committee for your search

- Strive for 50% female members on the Committee but achieve at a minimum 1/3 female members on the Committee
- To raise awareness of potential for unconscious bias all committee members are required to complete:
[Harvard Implicit Association Test](#) and
[“What you don’t know: The science of unconscious bias and what to do about it in the search and recruitment process”](#)
OR complete [CIHR - Bias in Peer Review](#)

3) Advertise the position

- Avoid gender-specific language in advertisement (e.g., “he / she”)
- Search Committee agrees on credentials/qualifications needed and approves the job posting (this can be done via email, teleconference or an in-person meeting)
- Job posting includes the following statement: *The SMH research enterprise strives to achieve equity and fairness within our community*
- All reasonable efforts should be made – depending on circumstances – to have at least 50% women applicants. Advertise the position and broaden the recruitment pool using informal networks (e.g., ask committee members to send out the posting through their networks and contacts). For employee positions, ensure the job is advertised through the HR portal.

4) Interview and Candidate Selection Process

- Remind Committee members at the start of each meeting that all discussions are confidential
- All resumes are provided to the Chair of the Committee.
- Chair circulates all resumes to the Committee and provides rationale for short-listed candidates and those filtered out (Candidates should not be penalized for 'CV gaps' that may coincide with parental leaves)
- Committee agrees on potential candidates to interview
- Committee members declare any Conflict of Interest with any of the candidates and the Committee agrees on how the conflicts will be managed.
- Committee members should agree on standardized interview questions and the interviews will be structured.
- Responses are compared to the interview questions horizontally, across candidates, question by question. Ensure sufficient time is available to discuss each applicant.
- Letters of reference are not be requested until after the interviews are conducted as letters of reference may reflect unconscious (see Search Committee Guidelines for more information)
- Use agreed upon evaluation criteria (e.g. experience, collaborative, fill a gap, etc. [See UCLA Example of Candidate Evaluation Tool](#))

For further details and rationale, please review Gender Equity Guidelines for Research Search Committees v.2 (May 1, 2018) (available on the [SMHIntranet](#) > [SMH A to Z](#) > [R](#) > [Research policies](#))