

Appendix II SPS A1 Search Summary Report

Position Information

Position Title: (drop down)

Posting #: (drop down)

Faculty: (drop down)

Department: (drop down)

Department Chair: _____

Committee Chair: _____

(if not Department Chair)

Candidate of Choice: _____

Starting Date: (drop down)

Process Checklist

1. *In the Preparation Phase...*

- Employment Equity Facilitator participated throughout the search process
- Committee included members of equity-seeking groups:
 - Women (at least 30%) Yes No UNK
 - Indigenous person(s) Yes No UNK
 - Racialized person(s) Yes No UNK
 - Persons with disabilities Yes No UNK
 - 2SLGBTQ+ person(s) Yes No UNK
- Search Committee members received recruitment and selection training
 - Chair and all members Yes No
 - Over 50% including Chair Yes No
 - Less than 50% including Chair Yes No
- 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-seeking groups.
List: _____

3. In the Assessment Phase...

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

Upload rubric template

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-seeking groups

A member of an equity-seeking 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.

Dean's Approval:

Dean: _____

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