

Deans & Chairs Retreat

Creating Inclusive Position Announcements

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Creating Inclusive Position Announcements

- The position announcement forms the basis for advertisement of the position as well as for screening criteria.
- It is both a key recruitment tool and a mechanism for defining the pool of people who might apply.

Activity

Guiding Principles

Emphasize CSUN's commitment to diversity and inclusion:

- **Values Statement** - *CSUN is committed to achieving excellence through teaching, scholarship, learning and inclusion. Our values include a respect for all people, building partnerships with the community and the encouragement of innovation, experimentation and creativity. CSUN strives to cultivate a community in which a diverse population can learn and work in an atmosphere of civility and respect. CSUN is especially interested in candidates who make contributions to equity and inclusion in the pursuit of excellence for all members of the university community.*

Guiding Principles Continued

Emphasize CSUN's commitment to diversity and inclusion continued:

- ***Equal Opportunity Statement*** - *CSUN is an Equal Opportunity Employer and prohibits discrimination on the basis of race, color, ethnicity, religion, national origin, age, gender, gender identity/expression, sexual orientation, genetic information, medical condition, marital status, veteran status, and disability. Our nondiscrimination policy is set forth in CSU Executive Order 1096. Reasonable accommodations will be provided for applicants with disabilities who self-disclose by contacting XXX.*

Guiding Principles Continued

Use gender neutral words.

- Spokesperson instead of spokesman

Avoid wording related to disability or age.

- Motivated to take on challenges instead of natural-born analytical thinker

Avoid using CSUN acronyms and other CSUN specific terminology.

Three questions to ask....

1. What are the duties and responsibilities?
2. What are the job requirements and qualifications?
3. What is the formal job title?



Duties and Responsibilities

- For each of the job duties and responsibilities that are listed, consider listing examples and/or related tasks and indicate whether they are critical or non-critical responsibilities.
- It is also helpful to indicate whether the tasks are routine or occasional. Providing these details ensures flexibility and encourages employees to think in terms of enhancement and advancement opportunities instead of “that’s not my job.”



Job Requirements and Qualifications

- The requirements and qualifications should include minimum education levels, certifications and years of experience.
- Use clear and concise language and be as specific as possible.
- Be aware that the content of the position announcement must be honored. If the position announcement specifies that the doctorate is required for appointment, a candidate who cannot document completion of the doctorate by the beginning of the appointment cannot be appointed in that position. The department should decide in advance whether candidates who are “ABD” will be considered for appointment and what terms for completion of the doctorate will be accepted. These terms should be included in the position announcement.

Job Requirements and Qualifications Continued

- Use approaches that may broaden your applicant pool:
 - Avoid narrow specialization requirements, allowing for some flexibility in the field of the doctorate or other terminal degree. For instance you can allow for a “closely related degree” in addition to specifying a discipline.
 - Keep requirements short – must haves.
 - Place emphasis on preferred qualities. Soften message with language such as “familiarity with” or “If you have a combination of these skills”
 - Use wording “open until filled” rather than a specific cut off date.

Job Requirements and Qualifications Continued

- Important statistics:
 - Average jobseeker spends just 49.7 seconds reviewing job posting before deciding it is not a fit.
 - Men apply for jobs when they meet only 60% of the qualifications, while women only apply if they feel confident they meet 100% of the requirements.

Formal Job Title



- First thing people see – do not be creative here.
- Formal job title should relate to job responsibilities.
- For example, the position description for an Assistant Professor, Tenure Track position will look very different from an Associate or Full Professor position.

Recruitment Strategies

- Avoid the “if we post it, they will come” philosophy.
- Advertise positions on a wide variety of publications and places inclusive job boards.
 - Hispanic Outlook in Higher Ed
 - National Council for Black Studies (NCBS)
 - Asians In Higher Ed
- Consider what visuals are used and if they mirror a diverse atmosphere.
- Use “you” language versus “the candidate”.

Recruitment Strategies Continued

- Active recruitment
 - Share with professional organizations you participate in.
 - Forward to your listserves / colleagues.
 - Include a link on your linked in account.
 - Take brochures to a conference.
- Make it easy to apply. Only require application initially.
- Call out inclusive benefits – provide link to HR benefits link
<https://www.csun.edu/benefits>

Thank you!