



# Racial Equity & Social Justice Initiative Training



**Our  
Madison:  
Inclusive,  
Innovative,  
Thriving for  
ALL**

## Equitable Hiring Tool



# Conversation Guidelines

Be here and  
be present

Intent v.  
Impact

Hard on  
systems, Kind  
to people

Share the  
space

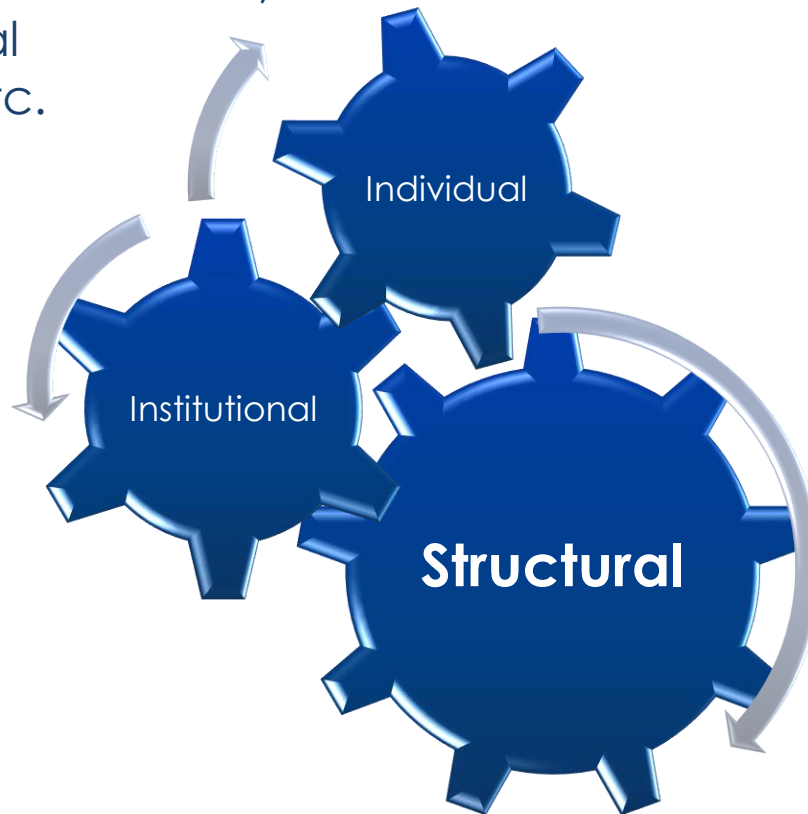
# By the end of this session, you will:

- Have a better understanding of the Equitable Hiring Tool 2.0
- Decide why, when & if you will use the equitable hiring tool
- Draft action plan to use of Equitable Hiring Tool
- Assess barriers or challenges in implementing equitable hiring tool

# Review: The Machine of Oppression

## Individual Bias

Pre-judgment, bias, or discrimination by an individual based on race, gender, sexual orientation, etc.



## Institutional Bias

Policies, practices, and procedures that work to the benefit of certain people and to the detriment of others, often unintentionally or inadvertently.

## Structural Bias

Implicit and explicit bias across multiple institutions throughout the course of history, combining into a system that negatively impacts certain groups.

# Why use Equitable Hiring Tool?

## EQUITABLE HIRING TOOL 2.0



Racial Equity  
& Social Justice Initiative



# When to use Equitable Hiring Tool?

- **Early!**
- **Annually** - to update positions
- **Before** retirement or former employee leaves
- **Prior** to posting vacant positions
- **Any time you plan to fill a position**
- If it's been **more than 1 year since** you've used this tool
- *The job position does not need to be red-flagged in order for you to use this tool!*

# Who should be involved?

- Hiring Manager
- HR Analyst
- CRC
- Diverse Group of Representatives

## A. INFORMATION ABOUT THIS EQUITABLE HIRING TOOL USAGE

Hiring Manager: \_\_\_\_\_ Date: \_\_\_\_\_

HR Analyst: \_\_\_\_\_

Was your Civil Rights Coordinator involved? ☐ Yes ☐ No

Name: \_\_\_\_\_

Job Title Being Reviewed: \_\_\_\_\_

People involved in analyzing this position with the Equitable Hiring Tool:

NAME	JOB TITLE OR GROUP BEING REPRESENTED

### Department and HR Knowledge

This information can be found in your department's equitable workforce plan. If you need further assistance understanding this data, first contact your agency's [Civil Rights Coordinator](#), then your assigned HR Analyst and/or the Affirmative Action Specialist.

### Information to Review before Using this Tool

- Review Department's [Equitable Workforce Plan](#)
- Review industry-wide demographics. Check with professional industry organizations or peer organizations
- Review [department demographics](#)
- Review [unit or division demographics](#)
- NEOGOV Data from prior recruitment (Obtain from HR Analyst)
- Strategic Planning for future hiring needs in the agency (Review strategic plan)

Record information you considered from above here:

### Building Relationships: Relationships are a key to recruitment and retention.

How have you or how do you plan to build relationships with Civil Rights, Human Resources, Leaders/ Members from diverse communities?



# What is in the Equitable Hiring Tool?

1. Information about EHT
2. Position Description Updating
3. Recruitment & Advertising
4. Testing
5. Supplemental essay Questions
6. Interview Questions & Benchmarking Development
7. Conducting Interview & Making Selection



# Discussion: What barriers or challenges do you see in using the Equitable hiring tool?

- A. Administrative Challenges?
- B. By-in from ...
- C. Need for more education on WHY using Equitable hiring tool important.
- D. Questioning achievable outcomes
- E. Resources
  - A. Civil Rights Coordinator
  - B. HR Analyst
  - C. Hiring Manager

# Action Planning

- *Why use the EHT?*
- *Who is responsible? Who will assist?*
- *When: (timeframe & deadline)*
- *How: calendar out (planning, execution, closing)*



# Closing & Questions



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