



## Overview

The below questions and response guidelines were recommended by the Business & Finance Diversity Committee, with input from former CDO Chela Mendoza Patterson, current CDO Tray Robinson, and the University Diversity Council (which includes members from Business & Finance, OAPL, Academic Affairs, Advancement, and Student Affairs divisions), as well as Human Resources and the Vice President for Business & Finance. The intent is for campus recruitments to align and support the University's primary strategic priority of Equity, Diversity, and Inclusion (EDI) by attracting, recruiting, and hiring employees who actively support and embody the values, goals, and actions of EDI at all University levels, activities, programs, and endeavors.

## The following are sample EDI-related interview Questions

- In your experience, what are the challenges faced by members of historically underrepresented groups [or, *specify historically underrepresented group(s) with which the applicant will be expected to work*] in the workplace? What strategies have you used to address these challenges, and how successful were those strategies?
- What does it mean for you to have a commitment to equity, diversity, and inclusion? How have you demonstrated that commitment, and how would you see yourself demonstrating it here? (*If the candidate only speaks to diversity, ask them to answer the question in terms of inclusion/equity.*)
- Describe a specific situation in which you worked with members of a historically underrepresented group(s) [or, *specify historically underrepresented group(s) with which the applicant will be expected to work, or culturally and socio-economically diverse student populations*] over a period of time. Based on this experience, what did you learn and how would you apply that in this position?
- Why do you think it is important to address equity, diversity, and inclusion issues in this position, and what are some ways you might do that?
- What programs or initiatives have you been part of to work with historically underrepresented groups [or, *specify historically underrepresented group(s) with which the applicant will be expected to work, or culturally and socio-economically diverse student populations*], and what specifically was your role in those efforts?
- Describe the most challenging situation dealing with equity, diversity, and inclusion that you have faced and how did you handle it? Give an example of where you made a mistake or fell short and how did you self-reflect or repair the situation?
- What is your approach to understanding the perspectives of co-workers who have different backgrounds? Provide an example where you deliberately used this approach to understand a co-worker who came from a different background than you, and what you learned from it.
- Tell me about a time when you worked with a [*specify: student/patient/co-worker*] with a different background or culture than yours. What did you do to ensure that you were inclusive of their identity, or provided equity, during your working relationship? (If no specific example, what would you do in this situation?)
- Working with people from different backgrounds or cultures can present challenges and opportunities. Describe a time where differences in background [*choose: made communication challenging OR affected communication*]. How did you handle this situation, what did you learn from it, and what would you do differently in the future? (If no specific example, what would you do in this situation?)

## What to look for in the response

*(Note: Sometimes an applicant's response will be about EDI efforts/initiatives that occurred on their campus (prior workplace) as opposed to their own individual efforts/experiences. The committee may need ask follow up questions, depending on the applicant's response, to find out about the applicant's direct experience.)*

When a hiring manager/hiring committee select an EDI question(s), they should discuss what to look for in a response and what would be a poor, effective/good, or excellent response to the question(s). Hiring managers/committees may contact the following to explore how to assess an applicant's responses to EDI questions: Dylan Saake (DHR Administrator), Travon Robinson (Chief Diversity Officer), Michelle Morris (Faculty Diversity Officer), Gloria Godinez (Deputy DHR Administrator), and Robert Morton (DHR Investigator).

For an applicant's response to be effective, at minimum, it should touch on one or more of the following (depending on the extent of their knowledge, skills, and experiences):

- Education (applicant's formal, informal, and/or experiential education, or applicant's attempts to educate others formally or informally regarding EDI),
- Outreach (formal or informal efforts to provide equity and/or inclusion to historically underrepresented populations, or to increase diversity),
- Participation (extent involved in EDI efforts at prior workplace, volunteer position, or other situation),
- Relationships (applicant's navigation of, and learning from, personal experiences with historically underrepresented populations and/or people of diverse backgrounds), and/or
- Activities (applicant's participation in EDI activities)

Additionally, in order to be considered, at minimum, a good response, the applicant's answer should demonstrate:

1. **Demonstrated Competencies in Cultural Intelligence.** Some candidates might possess a superior understanding of cultural intelligence and this will be revealed in their understanding of the question or the depth of detail in their answer.
2. **Demonstrated Interest in EDI Self-Awareness.** A candidate might possess a demonstrated interest in learning more about EDI, willingness to engage in tough conversations regarding EDI, and becoming a change-agent as an employee on our campus.
3. **Demonstrated Understanding of Systemic Issues.** A candidate might demonstrate an understanding of systemic issues and how they work to liberate, oppress, or engage historically underrepresented groups/people.
4. **Demonstrated Personal/Social Responsibility and how they impact communities.** A candidate might provide personal experiences related to EDI, or give examples of specific interactions with their diverse social networks or their impact on the applicant's EDI viewpoint.