Evaluating the Applicant Pool with Diversity in Mind

The evaluation of applicants should be objective and equitable, based solely on the qualifications in the job description and advertisement and the quality of the application materials.

The interview process serves two primary purposes: 1) to allow the search committee to assess candidates’ qualifications for the position and 2) to allow candidates to assess their interest in employment at the University of Louisville.

**Best Practices in evaluating an applicant pool with Diversity in mind:**

1. Develop an interview structure which allows the committee members to make an objective assessment of each candidate and minimize unconscious bias.
2. Conduct the interviews and be consistent for all candidates. Utilize the same questions, setting, time allotment, and interviewers to ensure that each candidate is treated fairly.
3. Develop behavior-based questions that focus on job-related experiences, behaviors, knowledge, skills, and abilities.
4. Assess whether the answers to the questions, if used in making a selection, will have an unequal impact on applicants in protected classes and whether the questions are essential to judge an applicant’s qualifications for the position.
5. Resist the tendency to label any given candidate as “most promising,” as it can become difficult for the search committee to give other candidates in the pool equal consideration.
6. Refrain from drawing conclusions on candidates prematurely; instead, use the entire interview as an opportunity to gather pertinent information.
7. Avoid making assumptions based on perceived race, ethnic background, national origin, age, disability, veteran status, marital or familial status, sexual orientation, political affiliation, genetic information or religion.
8. Ask only for information that can legally serve as a basis for the hiring decision.
9. Avoid asking theoretical questions such as “How would you go about influencing those you supervise and work with on the benefits of diversity?” An example of a better question would be: “Describe a time when you influenced your employees and/or colleagues about the benefits of diversity?”