

**Highline Community College
Faculty & Staff of Color
Recruitment & Retention Council**

Diversity Considerations in Employee Recruitment

Highline is committed to respecting ethnic, religious and cultural diversity as well as appreciating individual differences of our students, staff and faculty. To advance these commitments and to reflect the rich diversity of our students, our employee recruitment efforts strive to maintain high standards of ethical behavior, to utilize transparent procedures, to define clear job expectations and to provide an infrastructure that recruits employees who are diverse and who embrace and have experience with cross cultural communications. Screening committees should reflect and respond to the following questions before beginning their search process.

Name of position

Name of screening committee chair

Name of screening committee members

Names of individuals anticipated to participate in the interview process

What are the current diversity needs of the department/Division?

What interview questions, application essay questions and reference check questions will be used to better assess the applicant's support of cross cultural understanding?

What advertising and marketing strategies will be used to recruit a diverse applicant pool? Are there any special challenges to recruiting a diverse pool for this particular position? What are those challenges?

Are additional resources needed to market this position in order to recruit a diverse pool of applicants? What additional funding and actions are needed?