CRC Preferential Search Summary Report

Complete this form if the preferential stage of the CRC search process did not result in a nominee.

Type of Search:  [☐] External Search  [☐] Internal Search

Name of Nominee/Appointee (if applicable): ___________________________________________

Faculty and Academic Unit: _________________________________________________________

Search Committee Chair: ___________________________________________________________

Title of Chair: ____________________________________________________________________

Process

The EIO Equitable Hiring Guide was reviewed and referred to during the search process.  ☐ Yes  ☐ No

Setting the Stage for Recruitment

• Assigned Employment Equity Advisor who participated throughout the search process  ☐ Yes  ☐ No

• Constituted diverse search committee, including:
  o Women ☐ Yes  ☐ No  ☐ UNKNOWN
  o Indigenous persons ☐ Yes  ☐ No  ☐ UNKNOWN
  o Racialized persons ☐ Yes  ☐ No  ☐ UNKNOWN
  o Persons with disabilities ☐ Yes  ☐ No  ☐ UNKNOWN
  o LGBTQ persons ☐ Yes  ☐ No  ☐ UNKNOWN
  o TGNB persons ☐ Yes  ☐ No  ☐ UNKNOWN

• Committee members completed required bias and equity training  ☐ Yes  ☐ No

• Committee reviewed institutional/unit climate and workforce equity gaps  ☐ Yes  ☐ No

Preparing Job Description

• Prepared candidate evaluation rubric aligned with job requirements (attach rubric)  ☐ Yes  ☐ No

• Incorporated accessibility and equity commitments in Job Ad (per CRC approval process)  ☐ Yes  ☐ No

Job Posting and Sourcing

• Deployed broad and targeted outreach strategy  ☐ Yes  ☐ No

• Requested brief EDID Statements  ☐ Yes  ☐ No

• Invited applicants to complete Applicant Diversity Survey  ☐ Yes  ☐ No

Screening and Shortlisting

• Employed inclusive applicant screening and longlisting processes (where applicable)  ☐ Yes  ☐ No

• Monitored (intersectional) diversity of candidates in longlist and shortlist  ☐ Yes  ☐ No

Interviewing and Post Interview Checking

• Prepared for and engaged accessible and inclusive interview process  ☐ Yes  ☐ No

• Used consistent reference letter and checking protocol for candidates  ☐ Yes  ☐ No

Selection & Offer Negotiation

• Recommended finalists based on strategic priorities and inclusive excellence  ☐ Yes  ☐ No

• Designed a fair offer guided by the equitable offer negotiation resource  ☐ Yes  ☐ No
Narrative Comments

If you answered “no” anywhere, briefly discuss any challenges encountered in applying any of the above-listed employment equity and inclusive excellence practices and the strategies attempted to overcome the challenges.

Please describe the measures used to ensure that applicants/candidates who required accommodation or who experienced career interruptions were not disadvantaged during the search process.

Highlight each of the shortlisted candidate’s strengths and shortcomings related to the job qualifications. 

Please do not use candidate names.

Dean’s Approval:

☐ The relevant Deans have reviewed the Search Summary Report and endorse the search outcome.

Date Report Submitted to AVPEI

_______________________ (response will be provided within 5 business days)