



YOUR GUIDE TO DIVERSITY HIRING

This guide presents strategies and tools to aid in addressing diversity issues in the interview process. It is also intended to help expand the pool of candidates and effectively target desired groups

1 Recruit a diverse pool

- Increasing diversity should be a significant component of the recruiting process. Ask yourself:
 - How does [Lehigh define diversity](#)?
 - What are the current levels of diversity within my area and where can we improve?
- Work with HR to develop an advertising plan
- Target [Websites](#) who serve diverse populations
- Work with HR to monitor the level of diversity within your pool
- When selecting interview candidates always consider the diversity of the group

2 Bias in the search process

Be aware of the different types of biases:

- Affect
- Halo/Horn
- Physical Characteristics
- Similar to me effect

Do not ask inappropriate or illegal questions. These include any question that would encourage the sharing of protected information such as:

Age	Religion	Gender
Race	Sexual Orientation	Veteran Status
Ethnicity	Disability	National Origin

3 Minimizing risks

- Set criteria and interview questions in advance
- Use consistent interviewers throughout the process and ask the same questions of all candidates
- Develop a consistent interview agenda for all candidates
- Educate interviewers on position, process and questions
- Share resources with your team so they know what is appropriate and legal to ask of a candidate
- Conduct reference checks consistently and have the same person conduct all reference checks

4 Resources

- HR Associate for Talent Acquisition - auf214@lehigh.edu
- Office of Diversity and Inclusion vpec@lehigh.edu
- Community based organizations
- Nonprofit organizations
- Career Enrichment @ Lehigh Programs (CE@L)

