

Equity Checklist 2.0

To be completed for any position/appointment which is salaried/stipended in DOM

1. Individual Initiating the Checklist: _____

Date: _____

2. Reason for Selection Committee: New Faculty Recruit (Division: _____)

Division Director (Division: _____)

New Leadership Role (Specify: _____)

3. For New Faculty Recruit:

Impact Analysis Completed and Signed Off (circle): Yes No

Posting Language is Inclusive (Circle) Yes No

Posting for a minimum of 2 weeks (circle) Internal External

Where was the posting advertised? _____

4. Selection Committee Members:

Chair, Department

Associate Chair, Education

Associate Chair, Research

Associate Chair, Clinical

Associate Chair, Equity & Diversity

Hospital Chief: _____

Division Director: _____

Program Director: _____

Assistant Professor: _____

Associate Professor: _____

Professor: _____

5. **Other** (Name if applicable)

Internal Medicine Residency Director _____

Medical Subspecialties Director _____

Undergraduate Director _____

Resident (for Division Director Selection Only) _____

6. **Unconscious Bias Module Completed by Committee Chair** (circle) Yes No

Identify the Training Module Used: _____

Date of Completion: _____

7. **List of Applicants for the position***:

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

8. **Short List of Applicants Selected for Interview***

1. _____

2. _____

3. _____

**CV's of applicants and those short-listed for interview to be provided to Lorrie Reurink, HSC-4V36, reurink@mcmaster.ca*

9. **Standardized List of Questions with responses scored 1-5 by each committee member for In-person Interview (circle)*** Yes No

10. **Candidate submitted Equity Diversity Inclusion statement? (circle)*** Yes No

List of questions to be submitted to Lorrie Reurink, HSC-4V36 (reurink@mcmaster.ca)

11. **Decision Made:**

Average Score from standard questions/interview: _____

Final Candidate Selected: _____

Final Vote Count for and against candidate: _____

12. **Comments on Process:** _____

