

Dear Members of the Campus Community,

We are pleased and excited to announce that the Recruiting and Hiring for Inclusive Excellence Training is now available on the Office of Human Resources and Office of Institutional Diversity and Inclusion webpages. The roll out of the Training concludes the implementation of all the recommendations of the ad hoc Diversity Recruiting and Hiring Committee's *Recommendations to Revise Xavier's Recruitment and Hiring Process*. Thus far, hiring process changes have been made that include the following: common opening and closing statements in all job advertisements, additional language in the job ad communicating the commitment to diversity and inclusion within the particular context of a department or office, mandatory diversity statements from job applicants, and conducting three specific meetings during the search process for staff positions (as was already the case for faculty positions). These changes will now be required for all searches.

The Recruiting and Hiring for Inclusive Excellence Training is an on-line, three-module course that takes approximately two hours to complete. The Training supports elements of the Diversity and Inclusion Strategic Plan relative to creating more transparency, fairness, and equity in the recruiting and hiring process by providing an understanding of bias that may impact decision-making as well as resources that support a consistent search process. All employees engaged with a search, including search committees members, for searches launched on or after April 1, 2021 must complete the Training. Recruiting and Hiring for Inclusive Excellence Training and additional information can be found here:

<https://www.xavier.edu/hr/recruiting-and-hiring-for-inclusive-excellence/index>

The Training also introduces the new role of Equity Advisor in the search process. The Equity Advisor is a member of the search committee who is charged to ensure that equitable and, most importantly, inclusive practices will be used in all aspects of the recruiting and hiring process. This individual will facilitate dialogue of search committee members as they complete the Training and document all members have completed it.

We are grateful to Tracey DuEst and Nike Cline-Bailey for their leadership in overseeing this project on multiple fronts, Amy Gardner for her tireless efforts in putting the Training into a user friendly on-line format, Brian Rappach for his assistance with the KnowBe4 platform, and Anna Ghee and Becky Cull for their critical reviews and helpful input throughout the development process. We also thank all the individuals who served on search committees that piloted the Training and those who agreed to review the Training and provide feedback. Finally, we express our appreciation in advance for the time that members of the campus community will devote to complete the Training and through it foster a recruiting and hiring process that is more aligned with our mission and core values.

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