

# Equitable Hiring Guidelines for Citywide Practices Office Positions

- Recruitment for these positions will comply to BHR's Recruitment and Hiring Policies ([HRAR-3.01 - Recruitment Processes](#) and other applicable policies)
- Guidelines developed with input of consultant Camille Trummer and Office of Equity's 2018 "Strategic Planning Stakeholder Engagement Summary Report" by Kristina Smock Consulting.
- Cover the areas of:
  - Approach
  - Recruitment
  - Selection Process
  - Hiring and Retention

# Approach

## *Job Description and Required Competencies*

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- Inclusive and Plain Language
- Focus on Competencies
- Express Commitment to City's core values, including clearly stating its commitment to justice, equity, diversity and inclusion
- Pay Equity and Transparency
- Highlight Benefits

# Recruitment

## *Application Process, Outreach and Promotion*

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- Preview Application + Interview Process
- Accessibility
- Unbiased Recruitment
- Outreach and Promote: Partnerships, Community Networks, and Diverse Recruitment Platforms:
  - *Including but not limited to: Partners in Diversity, Business for a Better Portland, Wild Diversity, The HBCU Career Center, Foundation List, Mac's List*

# Selection Process

## *Panels and Questions*

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- Diverse Panels – Staff and Community Members (perspectives and expertise representing different areas and backgrounds)
- Bias Awareness and Cultural Competency Training for Panelists
- Structured Interviews
- Questions Focused on Equity, Cultural Competency and Emotional Intelligence
- Scoring Rubrics / Scorecards
- Transparent Decision-making

# Hiring and Retention

## *Onboarding*

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- Inclusive Onboarding
- Integration
- Ongoing Support

# Proposed Timeline

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| Position               | Recruitment                  | Selection Process | Hiring and Onboarding |
|------------------------|------------------------------|-------------------|-----------------------|
| Communications Officer | October                      | November          | December              |
| Engagement Officer     | October                      | November          | December              |
| Equity Officer         | Mid-November to Mid-December | January           | February              |

# Questions

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1. How should the interview panels be comprised (e.g. number of panelists, types of representatives) for the officer positions?
2. Are there other networks and/or outreach methods that the City should use to promote these positions?