

Diversity, Equity and Inclusion in Hiring at Joseph's House: Our Commitment

1. Audit Job Descriptions and Job Requirements

We will review all job descriptions prior to posting to check for language that is not inclusive. We will assess whether any educational or other experience requirements are essential and not a needless barrier to cultivating a diverse applicant pool.

2. Include Commitment to DEI in All Job Descriptions

Every job description will include this statement:

Our organization is dedicated to eliminating racial inequities and we seek to create a diverse workforce that shares in this commitment to justice. Joseph's House will not discriminate against applicants or employees on the basis of race, creed, sexual orientation, gender identity, color, age, national origin, religious beliefs, physical handicap, marital status, ancestry, past incarceration unrelated to job responsibilities, or liability for service in the armed forces of the United States. Joseph's House will not make any limitation in hiring unless based upon a legitimate occupational qualification.

3. Post Available Positions Widely & Focus on Diverse Recruitment

We will post all available positions on public job sites like Indeed.com. We will also consider targeted posting for each job posting with relevant professional or special interest organizations that could help us better cultivate a diverse applicant pool.

4. Standardized Response & Initial Screening for All Initial Applicants

Every candidate that applies will receive a standardized response and will be asked to complete the same initial screening process. Currently, this process involves asking all applicants to view our website and submit a paragraph explaining their interest in Joseph's House.

5. Blind Application Review

A staff member will compile all applications (resume and cover letter) for candidates who completed the initial screening process. Names will be removed from these documents and each candidate will be given an identifying code instead, comprised of the first and third letters of their first and last name. (Ex. John Doe = JHDE)

6. "Implicit Bias" Training for Interview Committee

We will plan to offer implicit bias training for all staff on an annual basis, and interview committee members must have participated in this training in order to sit on the interview committee.

7. Diverse Interview Committees

As much as possible, we will seek to have a diverse group of staff participate as members of our interview committee-- across background, job title, and position within the organization.

8. Standardized Interview Questions

Interview questions will be prepared in advance of meeting with candidates for an available position. These questions will then be asked of each candidate, in approximately the same order, with follow-up questions allowed as needed. If an additional topic or question is added over the course of performing interviews, each

candidate should be contacted in order to be given a chance to respond before a final hiring decision is made.

9. Include DEI Question in All Interviews

For any position within the organization, a standardized question will be asked about the candidate's interest and commitment to DEI topics. This will inform the candidate of our institutional commitment and also provide us with a sense of their comfort and willingness to engage these topics in their employment.

10. Batch Interview Candidates

As much as scheduling allows, we will interview candidates in discrete blocks of time, one after the other. This will allow us to more easily maintain consistency in interview format and will make it easier to compare candidates in real time, preventing recall bias that may occur with lengthier gaps in interviewing multiple candidates.

11. Standardized Review of Staff Expectations at Time of Hire

Upon hiring a new staff member, we will utilize a "New Hire Checklist" to ensure that each new staff member is receiving a similar onboarding experience. We will also ask each new employee to sign a "Staff Expectations" document that clearly outlines some of our core expectations as an organization. Our hope is that this will reduce discrepancies in staff performance outcomes and equally support all staff members to succeed in their roles.

12. "Bias in Performance Evaluations" Training for Supervisors

Prior to completing annual staff performance evaluations, supervisors will complete a brief training utilizing the Bias Interrupters "Identifying & Interrupting Bias in Performance Evaluations" worksheet, calling attention to the risk of bias in completing evaluations for subordinates. Evaluations for frontline care staff will be completed in pairs, with an additional member of the leadership team accompanying supervisors as needed.