# JEDI Certification Program:

# Organizational Change Series for Leaders

# Workshop 3: Conducting an Inclusive and Equitable Hiring Process

## NOTES

| **SLIDE NUMBER** | **SLIDE TITLE** | **NOTES** *Indicate any Aha moments, what your organization is already doing well, and what your organization needs to improve as you write your notes.* |
| --- | --- | --- |
| 1.1. | Introduction |  |
| 1.2. | Analyze your workforce and patient data |  |
| 1.2.1. | Capture you baseline and identify your gaps: Discussion |  |
| 1.3. | Write inclusive job descriptions |  |
| 1.3.1. | Use inclusive and accessible language |  |
| 1.3.1.1. | Analyze your job posting: Discussion |  |
| 1.3.2. | Tailor to certain populations |  |
| 1.3.2.1. | Tailor to certain populations: Discussion |  |
| 1.3.3. | Expand the scope |  |
| 1.3.3.1. | Expand the scope, continued |  |
| 1.3.4. | Establish a job posting template: Action step |  |
| 1.4. | Spread the word |  |
| 1.4.1. | Highlight your commitment to JEDI |  |
| 1.4.1.1. | Highlight your commitment to JEDI: Activity |  |
| 1.4.1.2. | Highlight your commitment to JEDI: Discussion |  |
| 1.4.1.3. | Highlight your commitment to JEDI: Action step |  |
| 1.4.2. | Consider job boards for diverse candidates |  |
| 1.4.2.1. | Consider job boards for diverse candidates: Discussion |  |
| 1.4.2.2. | Consider job boards for diverse candidates: Action Step |  |
| 1.4.3. | Leverage your internal ambassadors |  |
| 1.5. | Manage biases in the hiring process |  |
| 1.5.1. | Consider blind resume reading |  |
| 1.5.1.1. | Consider blind resume reading, continued |  |
| 1.5.1.2. | Consider blind resume reading, continued |  |
| 1.5.1.3. | Consider blind resume reading strategies |  |
| 1.5.1.4. | Consider blind resume reading: Discussion |  |
| 1.5.1.5. | Consider blind resume reading: Action Step |  |
| 1.5.2. | Incorporate blind interviewing strategies |  |
| 1.5.2.1. | Structure your interviews |  |
| 1.5.2.2. | Incorporate blind interview strategies: Discussion |  |
| 1.5.2.3. | Incorporate blind interview strategies: Discussion |  |
| 1.6. | Wrapping it up |  |