

Designing an Intentional & Equitable Hiring Process



Collaboration Between:

- Cross-College Advising Service
- Career Exploration Center

UW-Madison Diversity Forum

October 28, 2020

Position Description

CCAS seeks:

CCAS seeks an individual who is interested in working with undecided and exploring students and demonstrates the ability to:

- Foster and promote the values of diversity and inclusion
- Work effectively and collaborate as a member of a team
- Share complex information in a clear and organized manner in both verbal and written forms
- Connect well with others (students & families, faculty, staff)
- Work effectively with a diverse community of students and staff
- Expressed interest in serving exploring students

Criteria

0 – Insufficient answer

1 – Lacks depth or examples

3 – Demonstrates necessary core/foundation, candidate would need significant training

5 – Demonstrates ability to step into advising role with some training/development

7 – Demonstrates ability to do the job with minimal training

Rubric

Demonstrated ability to...	Foster & promote values of diversity and inclusion (0-7)	Work effectively and collaborate as a member of a team (0-5)	Share complex information clearly, efficiently, in written, verbal communication (0-5)	Connect well with others (students, families, faculty & staff) (0-5)	Work effectively with a diverse community of students & staff (0-7)	Expressed interest in serving exploring students (0-7)
Range	0, 1, 3, 5, 7	0, 1, 3, 5	0, 1, 3, 5	0, 1, 3, 5	0, 1, 3, 5, 7	0, 1, 3, 5, 7
Score	0	0	0	0	0	0
Notes:						

Questions (Skype)

1. Tell us about your yourself and why you are interested in this role. (3 min.)
2. What have you done recently to further your understanding of the experiences of people whose identities are different from your own? What impact does this understanding have on your work? (4 min.)
3. Describe an experience working with colleagues that was particularly engaging for you. What was your role in creating and maintaining an environment wherein you and others could thrive? (3 min.)
4. What do you think are the three most important qualities of an academic advisor? When working with students, how would you demonstrate those qualities? (4 min.)

Questions (On Campus)

1. How does the CCAS Academic Advisor position fit into your career development and professional path?
2. The role of a CCAS advisor is to serve students who are undecided and exploring majors across all undergraduate schools and colleges at UW-Madison. Thinking about your first year on the job, what excites you about working with this population of students? What will be your biggest challenge?
3. One of the advising goals at CCAS is that students with whom we work leave feeling heard, helped, and empowered. Tell us what that means to you and how you would apply it to advising undecided students.
4. How do you create an open and inclusive space for all students? Please tell us about a time where you have done this?
5. Direct advising is the primary work of all CCAS academic advisor positions. However, CCAS advisors also engage in other areas of work. In what areas outside of direct advising would you like to be involved? Tell us about your interest and experience in these areas.
6. Describe a professional experience that was challenging for you. How did you work through this situation?

Communication

Dear Candidate,

Thank you for your application to the Academic Advisor position (PVL 100177) at Cross-College Advising Service (CCAS). We appreciate your interest in working with us and are currently reviewing your application materials.

Now that the application deadline has passed, we can share with you information about our hiring timeline.

September 23-27 – Application materials review

September 27 – Invitations to video/Skype interview sent to selected candidates

October 3-4 – Video/Skype Interviews

October 10 – Invitations to on-campus interview sent to finalists

October 21-24 – On-campus Interviews

We will do our best to adhere to this timeline and communicate with candidates who advance through our process. Please feel free to contact us with any questions or concerns you have. We look forward to reviewing your materials and learning more about you.

Kind regards, The CCAS Search and Screen Committee

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1. Reflection: What challenges are there in your hiring process?

2. Values: What are two values of your office you want candidates to be aware of?

(A)

(B)

3. Criteria: How would you evaluate the written materials of the candidate?

0 –

1 –

3 –

5 –

7 –

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4. Rubric: How might your values translate to a rubric?

Demonstrated ability to...	(A)	(B)
Range		
Score		
Notes:		

5. Questions: What questions might get at your values?

(A)

(A)

(B)

(B)