

<h1>CTSI</h1>	<h2>Recruitment &amp; Hiring Guidance</h2>	<b>CTSI Diversity and Inclusion officer:</b>
	<h2>Document</h2>	John Cullen

### CTSI Recruitment and Hiring for Diversity and Inclusion

The University of Rochester's Clinical and Translational Science Institute is committed to fostering, cultivating and preserving a culture of diversity and inclusion. We believe that a diverse workforce furthers the translational research mission and empowers organizations to ask and answer the broadest, most innovative research questions. Our Vision is to cultivate a diverse and inclusive environment that guides and transforms our approaches to healthcare, education, research and community partnerships.

CTSI goals for equity, diversity and inclusion in hiring Best Practice:

- Create inclusive job postings.
- Expand where job postings are shared, targeted to more inclusive sites.
- Create inclusive screening and interview processes.

### Tools

[Manager's Toolkit](#): The University of Rochester Office of Human Resources created this resource to help managers do their jobs more easily and successfully. Inside this guide you'll find information on:

- Finding, hiring, and onboarding team members,
- employee engagement,
- performance management,
- professional development, and more.

### CTSI Hiring Guidance Document

As a supplement to the UR tools and resources and to help you effectively find strong candidates, the CTSI has created additional best practice guidelines to further strengthen inclusive recruiting.

### The Job Posting:

- **Required Statement:** Must include the University's Equal Employment Opportunity and Affirmative Action Policy statement.

*The University of Rochester is committed to fostering, cultivating, and preserving a culture of equity, diversity, and inclusion to advance the University's Mission to Learn, Discover, Heal, Create – and Make the World Ever Better. In support of our values and those of our society, the University is committed to non-discriminate on the basis of age, color, disability, ethnicity, gender identity or expression, genetic information, marital status, military/veteran status, national origin, race, religion/creed, sex, sexual orientation, citizenship status, or any other status protected by law. This commitment extends to the administration of our policies, admissions, employment, access, and recruitment of candidates from underrepresented populations, veterans, and persons with disabilities consistent with these values and government contractor Affirmative Action obligations.*

- **Ways to avoid bias in writing:** A tip sheet created as an overview of some helpful guidelines to avoid bias in posting can be found [here](#).
- **Job posting approvals:** CTSI, HR Business Partner

### Posting Sites:

- **University of Rochester website:** Once a job posting is approved by the HR Business Partner and posted on the University of Rochester website, hiring managers should take additional steps to ensure the posting reaches a broad and diverse audience.

- **External non-UR websites:**

When sharing beyond the University of Rochester website, postings should be edited to attract and engage a more diverse reach of individuals.

- *Open the posting by describing the culture:*

“The University of Rochester Medical Center is made up of many parts, all devoted to providing highly advanced medical care. Our Mission of “Ever Better” means we improve the well-being of patients and communities by delivering innovative, compassionate, patient and family-centered health care, enriched by education, science and technology. The University of Rochester’s Clinical and Translational Science Institute (CTSI) supports research teams to help them produce results better and faster – ultimately to improve the health of communities and populations. Our Vision is to cultivate a diverse and inclusive environment that guides and transforms our approaches to healthcare, education, research and community partnerships.”

- *Other Important Language*

- Highlight the value the organization/dept will bring to the candidates and how they can thrive e.g. The University of Rochester has an [Emerging Leaders group](#) that supports the growth and professional development of university staff and faculty of all backgrounds, ages, and levels.
- Target candidates with “picture yourself here” language and how they will also be a valued addition, e.g. In the Department of ..., you will be able to continuously improve yourself and us working on challenges that truly matter with people that care for each other.
- Use gender neutral language – instead of he or she, use they.

- *External posting minimum and documentation:*

In most instances of hiring approval, the hiring manager must provide documentation that includes a *minimum of two job posting sites* beyond the UofR website. Be creative when thinking about where to post the job opening. There are multiple options available.

- The University of Rochester [Staff Recruitment List](#)
- Personal connections: Quite often the most success is achieved by reaching out to your network.
- Additional posting resources: these can be found [here](#)
- [Upstate Venture Connect](#) now has a job board that posts jobs across Upstate NY (From Buffalo to Albany). To have a job posted email it to: [info@uvc.org](mailto:info@uvc.org)
- United Way Leadership Development Program alumni listserv
  - This mechanism is intended for leadership level roles. After you have confirmed that the job is showing on the HRMS website, send information about the job opportunity to [contactus@uwrochester.org](mailto:contactus@uwrochester.org)
  - Current contact: Corinne
  - Subject line: Job Opportunities
  - What to send: You can either send the job description in PDF form with contact info in PDF or linked to a webpage. It is suggested that you place the HR link with the Job ID at the bottom of the Job Description posting.
  - Dissemination: Information will be disseminated to this [community audience](#).
  - Frequency: Opportunities are sent every other Friday.
  - When to send to the United Way: between Monday-Thursday of any week
- A simple Google search can be helpful. Search for “affinity group” plus the type of job you are posting.

If you have any questions or comments, please contact [john\\_cullen@urmc.rochester.edu](mailto:john_cullen@urmc.rochester.edu)