

Portland Parks & Recreation Equity in Recruitment Checklist

Position: _____ Hiring Supervisor: _____

This checklist is designed to reflect PP&R's commitment to diversity and equity in hiring. By planning ahead, intentionally considering diversity during recruitment and actively conducting outreach to community partners, we will continue toward our goal of having a workforce that is as diverse as the community we serve. Thank you for your leadership in this vital initiative. For questions about this process, contact the Workforce Development Manager at 503.312.1522 margaret.evans@portlandoregon.gov. After completing this form follow the NeoGov instructions to submit.

- Obtain an Affirmative Action report online for the job classification to determine if underutilization of minorities and/or women exists for the classification. Use this information to target community outreach as needed. These reports are available online at the Bureau of Human Resources website. The latest PP&R report is available here: <https://www.portlandoregon.gov/bhr/27806> Contact Workforce Development or the HR Analyst for assistance determining underutilization. The HR Analyst will partner with you to determine an outreach strategy utilizing the listing of community organizations.
- Host at least one informational session no less than three days after the recruitment opens and at least three days before the recruitment closes. This provides applicants ample time to use the information provided to submit high quality applications. The attendance of the hiring manager or designee is required to answer questions about the type of work performed. The HR Analyst working on the recruitment will provide information about the application process. Informational sessions should cover all steps of the hiring process including:
 - Program Description and Knowledge, Skills and Abilities required for the position
 - Format of application (length, cover letter, resume)
 - Estimated schedule of recruitment and selection process.
- Prior to closing the recruitment, request a demographic report on applicants from HR and consider extending recruitment if applicant pool is not as diverse as desired.
- Establish diverse subject matter experts to read resumes, and for your interview panel. Invite the Diversity & Equity Committee to assist you. Contact them at: Parks – Diversity & Equity Committee. Whenever possible, give panel participants at least 2 weeks notice that their services are needed. Ensure that your panel members have received bias awareness training within the last year and are familiar with the material. If not, contact your Human Resources Business Partner or DEC members to receive the training.
- Have your Human Resources Business Partner review your interview questions and process. Ensure you have one or two questions related to diversity, equity and/or inclusion. If the Human Resources Business Partner is not available to review your questions, contact the Workforce Development Manager for assistance. Submit your questions for review a minimum of 3 days prior to the interviews.

If any steps above were not completed, please provide a brief explanation.

Hiring Supervisor Signature

Date

Senior Manager Signature

Date