A Guidebook for Search Committees

A checklist Good, Better and Best Practices to use before, during and after the search.

Guidelines for Search Committees and Equity Panel Members in the Conduct of Faculty Searches

A. Introduction - The Principle of Equity in Hiring
B. The Role of the Equity Panel Member
C. The Search for Excellence in Hiring
D. Developing Sensitivity and Awareness of the Differing Career Patterns among Women Academics
E. "Best Practices" in Hiring
   Construction of Advertisements
   Approaches to Countering Perceptual Distortions
   First Impressions
   Favourable vs. Unfavourable Information
   Positive/Negative Halo Effect
   Stereotyping
   Hiring in One's Own Image
   Oversimplification
   Projection
   Self-fulfilling Prophecy
   Interviews and the Conducting of Campus Visits
   Post Interview Assessment
**BEST PRACTICES, Equal Opportunity**

**Title:** Best Practice Awards- Office of Federal Contract Compliance Programs

**Source:** U.S. Department of Labor

**Addl Info:** [http://www.dol.gov/ofccp/media/reports/eveint.htm](http://www.dol.gov/ofccp/media/reports/eveint.htm)

**Abstract:**

The Secretary of Labor’s Opportunity Award, the Exemplary Voluntary Efforts Award (EVE), and the Exemplary Public Interest Contribution Awards (EPIC) are the most desired equal employment opportunity awards ever instituted by the Office of Federal Contract Compliance Programs (OFCCP).

Each year, the Secretary of Labor and the Director of Federal Contract Compliance Programs present these awards at a ceremony honoring federal contractors and non-profit organizations that exemplify best corporate practices. This furthers the OFCCP mission of nondiscrimination and equal employment opportunity. It is also consistent with the agency’s efforts to form alliances with corporations and public interest organizations.

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**Title:** Worst Practices - Diversity

**Source:** Minority Corporate Counsel Association

**Addl Info:** [http://www.acc.com/DiverseCounsel/resources/worstpractice.html](http://www.acc.com/DiverseCounsel/resources/worstpractice.html)

**Abstract:**

For companies embarking on diversity initiatives, a best practices search is now an accepted starting point. But is this enough? Relying on cookie-cutter replications of others’ actions in diversity practice is risky business. Current diversity best practices research fails to establish clear standards for success; correlate results with bottom-line outcomes; collect data from all levels of organizations; and measure the impact of different corporate cultures on success.

Rather than depend on the questionable success of others, those charged with the challenging task of developing a corporate diversity program should consider and learn from the painful failures of others. Reviewing worst practices builds on the concept of learning organizations to consider what has not worked and why. Armed with this insight, new approaches will emerge.
Why do talented people--especially women, Blacks, Asians and Latinos--leave corporate America? Several studies show that even before the current economic crisis they felt that they weren't going to get promoted and that opportunities were limited. With the recession making the potential for promotion even more limited, they feel even more powerless. Taken from businesses such as IBM and American Express.

1: Use Formal, Structured Programs
2: Use Informal Mentoring
3: Make Mentoring Cross-Cultural
4: Measure Success and Follow-Up
5: Publicize the Benefits of Mentoring Programs