

Appendix - 2
Search Committee Checklist

The following offers a method for participants in Department of Medicine faculty member recruitment or leadership search committees to ensure a fair and transparent process that adheres to our **“Guidelines for Department of Medicine Search Committees Using an Equity, Diversity, and Inclusion Lens”**.

Candidate’s Name:

Position being considered for (specify):

Committee Chair Checklist (pre-selection):

- Efforts made to identify a diverse applicant pool
- Position has been advertised broadly
- Search committee has diverse representation from across relevant stakeholders, e.g., gender and equity deserving groups, career stage, position description
- Search committee includes an individual with EDI expertise who is designated an EDI champion (must be done for searches for leadership roles)

Search Committee Member Checklist (pre-selection):

- Position description for posted role been reviewed and is understood
- Unconscious bias training has been completed
- Candidate’s Letter of Interest (LOI) has been reviewed
- Candidate’s CV has been reviewed
- Candidate’s TES has been reviewed
- Candidate’s Statement of Commitment to EDI, if provided, has been reviewed

Candidate Assessment Checklist (at selection):

Please rate the candidate on each of the following:

	excellent	good	neutral	fair	poor	unable to judge
Potential for (Evidence of) scholarly productivity						
Potential for (Evidence of) scholarly impact						
Potential for (Evidence of) collaboration						
Potential for (Evidence of) efforts to support diversity and inclusion						
Alignment with institutional (hospital/department) priorities						
Potential for (Evidence of) ability to make positive contribution to DoM culture						
Potential (Demonstrated ability) to provide a safe, supportive learning environment						
Potential (Demonstrated ability) to be a good citizen of the U of T						

Other comments?
