

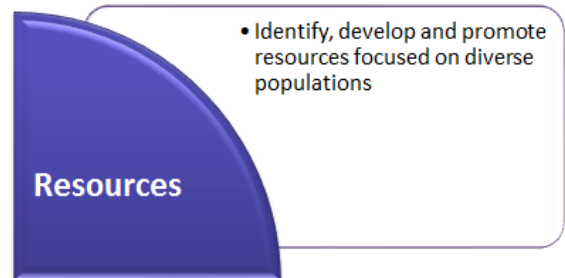
## Diversity & Inclusion Checklist for Career Centers

Place an "x" in the box to indicate your progress in reaching the goal.

<i>Plan to Plan Benchmark</i>	<i>Where Are We Now? Benchmarks</i>	<i>Reaching Your Destination Benchmark</i>
<p><b>Do we:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> have a shared understanding among staff of diversity, inclusion and cultural competence?</li> <li><input type="checkbox"/> have a diversity, inclusion and nondiscrimination statement on our public site?</li> <li><input type="checkbox"/> make diversity and inclusion a core value and goal for our career offices that are tied to our strategic plans and goals?</li> <li><input type="checkbox"/> obtain training for staff on diversity and inclusion topics?</li> <li><input type="checkbox"/> understand and comply with EEO guidelines and adhere to affirmative action principles?</li> </ul>	<p><b>Have we:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> created career resources specific to diverse populations?</li> <li><input type="checkbox"/> updated existing resources and programs to have inclusive examples and language?</li> <li><input type="checkbox"/> provided space or technology that accommodates size and disabilities?</li> <li><input type="checkbox"/> utilized career speakers from diverse backgrounds for career programming?</li> <li><input type="checkbox"/> eliminated slang and idioms in our advising and programs?</li> <li><input type="checkbox"/> implemented specific outreach initiatives that target diverse student groups?</li> <li><input type="checkbox"/> identified and joined groups and listservs that have a focus on underrepresented groups in the workforce?</li> <li><input type="checkbox"/> connected with diversity recruiters through LinkedIn or other mechanisms?</li> <li><input type="checkbox"/> promoted on &amp; off campus recruitment and job fair activities targeted to minority, disability and international populations?</li> <li><input type="checkbox"/> spent time and resources to learn about the qualities and attributes of the students in our school?</li> <li><input type="checkbox"/> started collecting data on career outcomes that include demographic data and outcome success?</li> </ul>	<p><b>We have:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> compliance by staff for our diversity/inclusion policies and procedures.</li> <li><input type="checkbox"/> staff trained and aware of campus resources to collaborate with or refer students to.</li> <li><input type="checkbox"/> created and implemented a diversity/inclusion plan with clear goals and benchmarks.</li> <li><input type="checkbox"/> incorporated diversity/ inclusion efforts into overall strategic plans.</li> <li><input type="checkbox"/> tracking and reporting systems in place for diversity /inclusion activities and accomplishments.</li> <li><input type="checkbox"/> adapted programs and activities to reflect cultural differences.</li> <li><input type="checkbox"/> evaluated recent grad outcomes to determine if minority student populations are obtaining employment at the same rate of non-minority students.</li> <li><input type="checkbox"/> evaluated services on the school's annual climate survey regarding feedback of services.</li> <li><input type="checkbox"/> communicated our success to leadership and students.</li> <li><input type="checkbox"/> built alliances with administration, faculty, students and career colleagues across campus.</li> </ul>

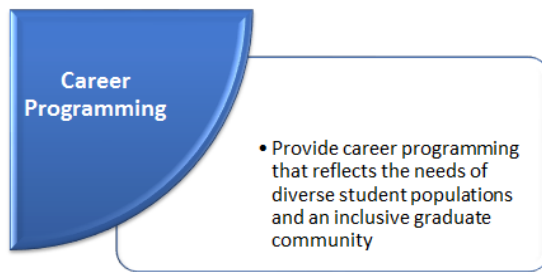
## Share Ideas on Resources:

- Consider gender balances in examples on resources
- Create and promote resource sheets for diverse group
- Update existing handouts to have inclusive language and examples
- Remove barriers to students accessing resources
- Include technology as a tool to market resources
- Connect with local campus and off-campus resources
- Include an accessibility statement on any handouts or printed resource materials. [Fresno University](#) has a great page on this.
- When talking about dress use the terms masculine/feminine instead of male/female
- Provide resources on natural hair/dreadlocks
- Use career ambassadors to help with advising and resources
- Create resources on who is employer friendly for different populations (i.e. “felony friendly...” “international friendly”, etc)
- Create a door tag in your office that says “FirstGen College Grad” or “FirstGen College Ally”.
- Seek out the official first-generation college student campus definition & share it with your team
- If you are a first-generation college graduate, work your story into class presentations, blogs, or even counseling sessions. Help students to identify what success looks like for firstgen.
- Intentionally combat the “perfection message” that students are receiving.
- Provide students with interview questions to ask employers to help determine commitment to diversity such as: <https://www.fastcompany.com/3068413/10-interview-questions-to-determine-if-a-company-is-as-inclusive-as-it-c>
- On website have specific inclusive/welcoming message to DACA/undocumented students. If there is a contact name of a specific person trained and aware of these needs list it for students.



## Share Ideas on Career Programming

- Watch terminology such as RSVP (which may not be understood by international students). Rather use terminology like “Register” or “Sign Up”
- Use inclusive examples in workshops such as checking the use of gender, using ethnic names in slides or verbally.
- Avoid cliché, slang and idioms when presenting
- Consider space that has flexible seating options for disabilities and body sizes
- Check calendars for religious holidays and observances when planning
- Utilize career speakers from diverse backgrounds for career topics
- Utilize alumni programs like “Alumni in Residence” to help build cache of speakers from diverse backgrounds
- Prep speakers and check in with them on what is diversity and what it means to them
- Include a resources sheet for speakers helping them understand the audience. Include a point on diversity or have diversity/inclusion statement on the resource sheet as a reminder
- Market career services/collaborations with student organization leaders/groups including identity and ethnic student groups.
- Use technology/videotaping for students when programming falls on a cultural holiday
- When introducing yourself or speakers use the pronouns you/they identify as an indication that you think about and consider LGBTQ+ identities as important to your work
- Add accommodations language on program materials. [Fresno University](#) has a great page on this.
- Co-sponsor events with inclusion office
- Diversity Dialogue event before job fair. Employers/Students discuss topics and scenarios. (Penn State)
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## Share Ideas on Building Staff Competencies

- Set expectations of achieving a certain number of staff trainings on diversity topics a year
- Stay abreast of legal issues and best practices for working with diverse populations
- Identify professional development opportunities both on and off campus
- Talk about diversity and inclusion at staff meetings
- Onboarding training on answering difficult student questions on diversity topics
- Training on pronouncing international student names
- Identify driving forces and barriers
- Team brainstorm on ways to bring inclusion and diversity into everyday operations
- Staff training on legal issues
- Cheat sheets for staff on cultural differences for international populations
- Invite campus speakers to staff trainings
- If trained to be an ally, add the badge to your email signature or sticker to your office window publically indicating you are an ally
  - Extend this to other badge ideas too: ex. If any of the staff are 1st generation and willing to share. Or badge that shows ally to disabilities? Or if your are staff are veterans - a badge to indicate that.
- Adding your pronouns to your email signature as an indication that you think about and consider LGBTQ+ identities as important to your work
- Have staff trained and updated on DACA/Undocumented issues.



## Share Ideas on Employer Recruitment

- Identify resources on campus and external to UM.
- Include off campus and virtual job fairs to our sites
  - Bender & Bender
  - Lime Connect
- Spend time each month/semester looking for mailing lists, LinkedIn groups and listservs around diversity in your career field.
- Sharing amongst campus members of opportunities to promote resources, programming, or job fairs around diversity.
- Connect with diversity recruiters on LinkedIn with organizations that hire your students.
- Join mailing lists and listservs around minority/diversity topics and groups to stay up on current topics
- Understand legal and ethical considerations
- Diversity statement on website and materials
- Link to diversity recruiters
- Speaker sheet highlighting diversity
- Promote on and off-campus recruitment and job fairs that target minority, disability and international populations
- Diversity networking opportunities
- Ask employment recruiters or job fair employer participants if they are a first generation college grad. If they are, give them a 1st Generation sticker for their name badge so other first generation students can relate and see examples of success.
- Add accommodations language on student materials for fairs or other recruitment events. [Fresno University](#) has a great page on this.
- Encourage employers to send employees from diverse communities to represent their organization
- Postings and recruiter suggestions at: <https://www.justice.gov/crt/best-practices-online-job-postings>

• Build networks that support diversity and inclusion. Educate employers and advocate for students in the hiring and employment process.

Employer Recruitment

Sample confirmation email to employers:



We are looking forward to your upcoming recruitment visit!

**Date:**

**Time:**

**Location:**

**Special Instructions:**

Parking options and maps are attached.

Feel free to call or email me for any assistance at 734.615.0162 or  
blange@umich.edu



**Interested in furthering your diversity recruitment initiative? Here are some helpful tips:**

- Send diverse employees to recruit for your upcoming visit.
- Highlight in your presentation how your organization values diversity in its employees.
  - What is the culture/climate and overall operations?
  - Is diversity and inclusion important to your organizational mission?
- Volunteer to participate in speaker presentations, resume reviews or mock interviews with diverse student organizations.
- For other recruitment tips read this helpful article on [7 Researched-Backed Tips for Improving Your Diversity Recruitment.](#)