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:

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

Other comments?

________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________