



Diversity & Inclusion Hiring Best Practices

JOB POSTINGS

INTRODUCTION

DFA is committed to ensure diverse candidates apply to job postings. By seeking diversity in networking and job postings, we convey to others DFA is a diverse and inclusive workplace.

BEST PRACTICES

- **Review and expand your media list periodically.** For all job postings, UCI Talent Acquisition automatically includes the posting on the following sites for additional exposure and diversity visibility:
 - University of California careers site
 - UC Irvine careers site
 - Inside Higher Ed
 - HigherEdJobs.com
 - Higher Educations Recruitment Consortium (HERC)
 - LinkedIn
 - Indeed
 - Caljobs, America's job center of California
 - Circa - A network of community-based diversity organizations nationwide
 - Diversityjobs.com - Includes niche sites for underrepresented minorities, including veterans and individuals with disabilities (AfricanAmericanHires.com, AllLGBTJobs.com, VeteranJobs.net, DisabilityJobs.net, DiversityJobs.net, LatinoJobs.org, OverFiftyJobs.com, NativeJobs.com, WeHireWomen.com).
- **Increase the number of diverse qualified applicants through outreach to:**
 - Community newspapers and news websites run by diverse leaders.
 - Multicultural centers or cultural studies departments at local colleges and universities.
 - Historically Black Colleges and Universities (HBCUs), community colleges, and schools with a large number of diverse students.
 - Job boards, websites, social media accounts, and community events supporting diverse communities.
 - Professional associations and member organizations catering to a variety of backgrounds.
 - Organizational partners representing and serving diverse backgrounds.
 - Affinity or employee resource groups, such as Black Faculty Staff Association, Veteran's Association, etc.
- **Work with DFA HR and/or UCI Talent Acquisition representative** to identify diverse hiring websites and networks for your job posting. Once identified, the websites should be evaluated for best possible outcomes through adherence to specified UCI guiding principles and stated goals.
- **Seek minority specific chapters for professional groups**, such as Women in Construction, Black Women in Architecture Network, etc. It is important to maintain up-to-date contact information and check in periodically to foster working relationships within those professional groups.
- **Utilize networking sites**, such as LinkedIn, to leverage personal and social networks to attract diverse candidates.