

Checklist for outreach, recruitment and retention

Outreach

- Actively participate in university's undergraduate identity-based groups and initiatives
- Actively take part in summer undergraduate research programs

Recruitment

- Create an inclusive job posting and warm climate statement
- Use the same set of interview questions for all applicants and have a pre-established rubric for evaluating applicants
- Monitor regularly efficacy of hiring for equitableness
- Be intentional in seeking out and identifying promising students, especially those of equity-deserving groups, to invite to consider pursuing graduate studies

Inclusion

- Consider having an ombudsperson to help with navigating equity/diversity/inclusion concerns
- Actively promoting EDI and identity-based conferences, professional developments and journal clubs
- Consider creating a formal mentorship program and/or encouraging a strong dynamic culture of mentorship
- Be attentive to possible workplace accommodations that members may require
- Actively work on improving the workplace environment and implementing EDI best practices
- Be proactive in having regular discussions surrounding equity/diversity/inclusion issues and topics during meetings

Workplace Accommodations

Accommodations category	Resources + Possible accommodations
Office supplies/environment	<ul style="list-style-type: none"> • Height adjustable desk purchasing guide • Height adjustable platform guide • Office chair purchasing guide • Office chair ergonomics criteria • Office accessories <ul style="list-style-type: none"> ○ Mice ○ Keyboards <ul style="list-style-type: none"> ▪ High visibility keyboards ○ Palm rests ○ Back rests and seat cushions ○ Riser for monitors and laptops ○ Footrests ○ Anti-fatigue mats ○ Keyboard trays ○ Monitor arms ○ Corner makers ○ Staplers ○ Floor and task lamps • Feminine hygiene products • Quiet spaces and/or provide earplugs/noise cancelling headphones
Health accommodations	<ul style="list-style-type: none"> • Flexibility in the start and end times of working hours to accommodate effects of required medications and medical appointments • Allowing for short term and long term disability leave • Flexibility with working from home
Accessible meetings	<ul style="list-style-type: none"> • Considerations for holding an accessible meeting remotely and in person
Digital office documents	<ul style="list-style-type: none"> • Accessibility guides for powerpoint, Google docs, Google sheets, Google slides, Apple pages, Apple numbers, Apple keynote • Creating accessible documents from scratch/accessible formatting • Writing alternate text for images • PowerPoint accessibility features • Accessible Google slides <ul style="list-style-type: none"> ○ Navigate Google Slides for people who use screen readers
Assistive technology	<ul style="list-style-type: none"> • Glossary of types of assistive technology possible to fulfill accommodation requests

	<ul style="list-style-type: none">• Screenreaders<ul style="list-style-type: none">○ <u>JAWS</u>○ <u>TalkBack and Android Accessibility Suite</u>○ <u>VoiceOver on iPhone</u>○ <u>NVDA for Windows</u>• <u>Close captioning tutorials</u>• <u>Audio description guidelines</u>• <u>Sensus Access: online document conversion system (transformation of text and image-based file types into different formats)</u> <u>https://www.engiqueers.ca/conference-2024</u>
Accessibility web checker tools	<ul style="list-style-type: none">• Automated testing tools<ul style="list-style-type: none">○ <u>Wave Web Accessibility Evaluation Tool</u>○ <u>Wave Chrome or Firefox extension</u>○ <u>Lighthouse in Chrome Dev Tools</u>• <u>Color Oracle: color blindness simulator</u>

Resources for Further Reading

Topic
<u>Building an effective graduate student-supervisor relationship</u>
<u>Offering dissertation boot camps</u>
<u>Implementing diversity training effectively</u>
<u>A guide to identifying equity, diversity, and inclusion-related challenges experienced by members of a research team</u>
<u>Navigating post-Covid work environments from an EDI standpoint</u>
<u>A paper on EDI in higher education and research</u>
<u>EDI in higher education and research and why it's important</u>
<u>Mental health first aid guide</u>
<u>Equity-minded toolkit</u>
<u>Mentoring works</u>
<u>A way with words and images: guide for communicating with and about persons with disabilities</u>
<u>Guidelines on using inclusive language in the workplace</u>
<u>Accessible communication supports</u>
<u>Digital Accessibility toolkit: outlines standards, methods, and practices for developing accessible digital content</u>