

DEVELOPING DESCRIPTIONS FOR DIVERSE HIRING

Extension commits itself to intentionally recruiting a diverse workforce. This document outlines the practices that can be utilized in creating job descriptions that intend to meaningfully recruit diverse candidates.

Recruiting bilingual candidates

Bilingualism is defined as the ability to speak two languages fluently. When intentionally recruiting for bilingualism, position descriptions **should list 'bilingual' in the position title.**

The **language(s) of preference** should be listed near the beginning of the description as priority for recruitment.

For positions listed as 'bilingual', candidates should be **evaluated on their language proficiency.** Candidates should include a description of their ability of language abilities on their cover letter. The position description **should include a description notifying candidates of the evaluation that will occur during the interview process.**

With Extension, an **Oral Proficiency Interview** is available to be included in the recruitment process to evaluate language skills.

Recruiting candidates with bicultural identities

Biculturalism is defined as having **combined attitudes, knowledge, and/or customs of two cultures.** This can include individuals who share group membership or lived identity.

Bilingual does not mean bicultural and vice versa. When recruiting candidates who will be working in specific communities, the hiring committee should **recruit and evaluate candidates on their bicultural understandings** as well as language abilities.

This can be illustrated through language such as: "Demonstrated the ability to enhance and effectively deliver programs to diverse audiences in Wisconsin through your understanding and value of knowledge-of-self, language, culture, and community."

Sample language for position description

"Bilingual candidates are encouraged to apply (especially those who speak HMoob (Hmong), Spanish, Somali, and other high-need languages in the state of Wisconsin).

You must state your interest in applying for the bilingual title designation and advance in the process. This will notify the hiring committee to evaluate your level of language proficiency as a part of the interview process.

Required qualification:

Please address the following qualification in your cover letter: Nutrition educators are expected to deliver nutrition education programs to diverse audiences in Wisconsin. Please share how your lived experiences and understanding of language(s), culture(s), and Wisconsin communities would help support your work as a nutrition educator

For a full position description, please refer to the full sample nutrition educator position description available by request