Diversity, Equity, Inclusion, and Justice (DEIJ)

Interview question bank



# Introductory Information

For your use in selection and screening candidates, a set of potential questions related to DEIJ are provided below. These are intended to be used for interview sessions with candidates. With minor editing the questions can also be used for reference interviews to solicit their assessment of the candidate, and the opportunities for DEIJ contributions in the vacant position.

In choosing questions, you should consider how they relate to the duties of the position and its organizational role: “All” personnel, “Exempt” level employees, “Leaders” and “Senior Management”. The following table outlines typical expectations for these different roles in terms of DEIJ competence at the time of hire and should inform the assessment of candidate responses. Note, some of these roles may overlap in one position. Also, a best practice is to use the same question(s) for all candidates.

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| **Roles of the Position** | **Expectations** |
| **All Candidates**  *Applies to all vacancies* | Openness to the [Libraries’ Strategic Directions and](https://uflib.ufl.edu/wordpress/files/2021/04/Strategicdirections2018web.pdf) policies, programs and initiatives for DEIJ at the unit and library levels. |
| **Candidates for Exempt Positions**  *“Salaried” positions (Inc. Library Associates, Library Coordinators; and all Faculty)* | Knowledge of DEIJ principles and [terminology](https://guides.uflib.ufl.edu/edi/keyterms), and capacity to relate these to the position’s roles and responsibilities as they relate to the unit, the libraries and the university community. |
| **Candidates for Leadership Positions**  *Faculty and staff who routinely direct or coordinate the work of others* | Experience showing the capacity to increase or enhance DEIJ through the positions’ roles and responsibilities, including recruiting, training, and/or supervising; and/or goal setting and programmatic improvement. |
| **Candidates for Senior Management Positions**  *Program Director, Associate Chair, Chair, Director and above* | Record of activities related to DEIJ that indicates the capacity to foster organizational change and/or progress towards the [Libraries’ Strategic Directions](https://uflib.ufl.edu/wordpress/files/2021/04/Strategicdirections2018web.pdf) for DEIJ. |

# Position Type – All Candidates

Question 1- What opportunities have you had working and collaborating in diverse, multicultural, and inclusive settings?

Question 2 - Can you provide an example of how you have demonstrated a commitment to diversity, equity, inclusion, and justice in a prior situation?

Question 3- At times we need to adapt our style to work effectively with those who are different from us. Please talk about how this might present itself in the workplace and provide examples of how you did this from your experience.

Question 4- Tell us about a time when you changed your style to work more effectively with a person from a different background.

Question 5- How have your background and lived experiences prepared you to be effective in an environment [that holds diversity as core to their mission and values] [that values diversity] [is committed to inclusion] [where we see awareness of and respect for diversity as an important value]? (make these several questions if you will be using more than one bracket)

Question 6- The University has a diverse workforce (in terms of race, ethnicity, class, culture, language, sexual orientation, disabilities, etc.). Can you tell us about your experience working with diverse populations?

Question 7- In your experience, what are the challenges faced by members of historically underrepresented/excluded groups in the workplace?

Question 8- Have you encountered concerns raised by members of identity groups that have historically and currently experienced discrimination? If so, how have you handled them? If not, how might you handle them?

Question 9- When interacting with a person from a different culture than your own, what are some strategies you have used to ensure that communication is effective?

Question 10- Working with people from different backgrounds or cultures can present challenges. Describe some of the interpersonal communication challenges you might encounter and how you have or might handle them. Please provide examples from your experience.

Question 11- How have you or would you [reach] [serve] diverse groups or traditionally underserved communities?

Question 12- What do you think your strengths are in working with a diverse group/community?

Question 13- What are some of the challenges in working with a diverse group/community like [describe situation related to the position], including any you might personally face?

Question 14- What specific experiences have you had addressing concerns of diverse [communities] [students] [populations] at your current or previous institution, if any? What role have you taken in addressing those concerns?

Question 15- How has your experience in life so far prepared you for working with diverse groups?

Question 16- If you were the successful candidate for this position, how would you help develop a sense of belonging for (colleagues/team/students/patient/your stakeholders) from diverse communities to the Libraries? What do you expect the challenges would be? What do you expect the benefits would be?

Question 17- Please describe how you might work to create a welcoming and inclusive environment for all library patrons and colleagues.

# Position Type – Candidates for Exempt Positions

*Salaried employees (Inc. Library Associates, Library Coordinators; and Faculty)*

Question 1- What have you done to further your knowledge or understanding about diversity, equity, and inclusion? How have you demonstrated or applied your learning?

Question 2- In what ways have you demonstrated a commitment and sensitivity to the importance of diversity, equity, and inclusion? (This could be work related or in your personal life.)

Question 3- Please describe the ways you have promoted diversity, equity, and inclusion in your current or previous position(s), whether it be in your relationships with your colleagues or more broadly engaged in a department or organizational-wide effort.

Question 4- In what ways have you contributed to diversity and inclusion in the workplace? Perhaps you were working with others in your department or on a committee. We’d like to hear about a specific situation. What were the circumstances at the time? What specific actions or steps did you take to handle the situation? With whom did you interact? Share with us the outcome of that situation.

Question 5- What does it mean for you to have a commitment to diversity, equity, and inclusion? How have you demonstrated that commitment, and how would you see yourself demonstrating it here?

Question 6- UF, like many universities, has made diversity, equity, and inclusion top priorities. How has your past work, volunteer activities, etc. demonstrated an active commitment to these?

Question 7- What are some strategies that can be used to work with people to create or foster diversity, equity, inclusion, and justice in the workplace? Please provide examples from your experience.

Question 8- Working with people from different backgrounds or cultures can present unique opportunities for collaboration and creativity. How do you think projects or decisions are enhanced by including diverse perspectives? Please provide examples from your experience.

Question 9- How would your vision for this position be reflect with the Libraries’ commitment to diversity, equity and inclusion?

Question 10- How would you respond to a conversation between [co-workers] [students] [colleagues] that was clearly offensive to others?

Question 11- What is the most challenging situation dealing with diversity that you have faced and how did you handle it?  {The recommendation is to send the question in advance.}

Question 12- Why do you think it’s important to support diversity, equity and inclusion in this position, and what are some ways you might do that?

Question 13- In what ways do you think diversity, equity and inclusion are important to someone in the role of \_\_\_\_\_?

Question 14- In what ways can you imagine promoting nondiscrimination in your responsibilities in this position?

Question 15- What steps might you take in this position to support a climate that is inclusive, welcoming, respectful, and that values differing perspectives and experiences? What would be indicators of success?

Question 16- If you identified a diversity-related issue in your organization, how might you address it? If you have specific examples, please provide them.

Question 17- How do you encourage people to honor the uniqueness of each individual? How do you challenge stereotypes and promote sensitivity and inclusion to create psychological safety in the workplace?

Question 18- What training and/or experience do you have in developing and implementing [services and programs] [courses] [course objectives] [learning objectives] that incorporate diversity, inclusivity, equity, justice, and accessibility?

# Position Type – Candidates for Leadership Positions

*Routinely directs or coordinates the work of others*

Question 1- If you were hired, how would you use this position to increase or enhance diversity, equity, inclusion, and justice <<in your department/in the Libraries/at UF>>?

Question 2- What experiences have you had with recruiting, hiring, training, and/or supervising a diverse team and/or workforce?

Question 3- What retention strategies might you use or introduce that you think are effective with historically underrepresented/excluded groups?

Question 4- How would you work with people under your supervision to foster a climate of psychological safety? One that is receptive to diversity of opinions in the department, in staff meetings, printed materials, initiatives, etc.? Provide examples from your experience of strategies that you feel have been successful.

Question 5- How will you contribute to the institution's effort to enhance diversity in a meaningful way?

Question 6- In your experience, what are the challenges faced by members of historically underrepresented/excluded groups in the workplace? What strategies do you think are effective and/or ones you have used to address these challenges, and how successful were those strategies?

Question 7- Do you have any examples of instances when you or someone else suggested a change to a process or procedure to make your department or organization more inclusive? What was your involvement and how was the suggestion received?

Question 8- How might you help to create and sustain an organizational environment that acknowledges and celebrates diversity and strives to employ inclusive practices throughout its daily operations?

Question 9- How might you advocate for diversity initiatives with individuals who don't see their value?

# Position Type – Candidates for Senior Management Positions

*Program Director, Associate Chair, Chair, Director and above*

Question 1- What do you see as the most challenging aspects for libraries in an increasingly diverse academic community, and what steps have you taken or plan to take to meet such challenges?

Question 2- Practices and outcomes related to diversity and inclusion are vital measures of institutional excellence. How would you support creating a culture of organizational learning and continuous improvement at the faculty and senior management level?

Question 3- What programs or initiatives have you been part of to [work with diverse populations] [address diversity issues], and specifically what was your role in those efforts?

Question 4- As leaders there are times when we have to be bold and reconcile with the discomfort of being an advocate for what we feel is right – that others may not agree with. Please provide an example of a time when you had to expend social capital to champion a more just outcome or decision.

Question 5- When dealing with a non-diverse environment or individuals with little experience with diversity, how would you approach making diversity relevant or valued?

Question 6- Describe your strategic planning and implementation and/or experiences in assessing diversity, equity, and inclusion initiatives and their outcomes.

If you have questions please contact the Libraries HR Office at (352) 273-2595