

DEFINING EACH ROLE / PLANNING QUESTION WORKSHEET

Defining the role *each time you hire*, revisiting each element—whether it's new or a replacement—means that we don't project our preferences or assumptions about who should or could be in this role.



S-L-O-W . . . D-O-W-N . . .

- ◆ notice preferences for whiteness
- ◆ notice preference for masculinity

Questions to consider when defining and refining roles:

- How many **hours per week** do you think it takes to complete the tasks required of the person fulfilling this role?

Why do you think that?

Are you **sure**?

- Should this be a **full-** or **part-**time position?

Why?

- This time around, should these tasks and responsibilities be assigned to a **permanent** or **contract** worker?

Why?

Hiring Revolution / RESOURCE

A Guide to Disrupt Racism + Sexism



- Based on the responsibilities associated with this role (not with an applicant’s prior work history), what is the **pay band** you want to offer?

Why?

How is this pay band **related to other roles**?

Why?

- What are some of the things that are true about the person **who most recently occupied this role** or a role similar (think: identities, work styles, history, etc.)?

How might knowing who has previously had this role, or roles like it, be **influencing who you imagine** would like, want, and/or flourish in a role such as this?

***Ask yourself these kinds of questions to help bring to the surface who and what you are comparing as you are starting your hiring process. **What are the “norms” and/or “ideals” on which you are modeling your job search materials?**

Be honest:

- Do you imagine a white man in his mid-forties as the best fit for this role because that’s been true of everyone who filled the role successfully so far?

- When you imagine paying to have this work done, are you comparing the value to the company of the completed tasks or the value of the body you imagine completing them?

- In what ways are you imagining singular or best ways of working—and how is that influencing your search?

Clarify what and who you’re seeking *this time around*.