

Equity and Inclusion Questions Used During Recruitments

Multiple choice question for job postings (required)

If hired for this position, will you work to carry out our vision of enabling the state's diverse people and businesses to realize their full potential, creating prosperity in every community? (Yes/No)

Guidance

By answering Yes, applicants both affirm their willingness to carry out the agency's vision statement and see the agency's commitment to this vision.

Essay or interview questions (one required for **each** screening stage **after** the job posting)

1. What are your definitions for diversity and inclusion? Why would diversity and inclusion be important to this position and the Employment Department?

Guidance

- *Specific awareness of diversity, especially in terms of Oregon's protected classes (race, color, national origin, religion, sex, sexual orientation, gender identity, marital status, age, veteran status, disability, or status as a victim of domestic violence, harassment, sexual assault, or stalking)*
 - *Positive attitude regarding diversity, recognizes the value of individual and cultural differences and how they contribute to a successful workplace, recognizes that services should be provided in a culturally competent way (such as through disability accommodations, language assistance, etc.), recognizes that services should be provided by a diverse staff that represents the population being served in Oregon, recognizes that inclusion leads to better decision-making, better teams, etc.*
 - *Specific examples of how a customer or coworker might experience discrimination such as harassment or denial of service if diversity and inclusion are not valued or specific example of how someone they know experienced discrimination or lack of inclusion due to their protected trait and how that affected productivity and/or workplace environment*
 - *Awareness that discrimination and harassment based on protected classes are illegal*
2. If you were selected for this position, what specific things would you do within the first 6-12 months to value diversity and promote inclusion at the Oregon Employment Department?
**Note: while every employee has a role in valuing diversity and promoting inclusion, this question is particularly relevant for managers, who have additional responsibilities under [Executive Order 17-11](#).*

Guidance

- *Specific action plan or openness to taking specific steps to value diversity and promote inclusion, with an emphasis on protected classes (race, color, national origin, religion, sex, sexual orientation, gender identity, marital status, age, veteran status, disability, or status as a victim of domestic violence, harassment, sexual assault, or stalking)*
 - *Action plan could include researching and attending diversity and inclusion trainings, doing own research, standing up for employees or customers who are discriminated against or harassed, using personal experiences of being discriminated against to advocate for policy changes or programs, learning about and appreciating the unique contributions and experiences of coworkers, etc.*

3. How have you promoted inclusion of diverse communities, either in the workplace or in other areas such as school or volunteer experience?

Guidance

- *Specific examples of promoting inclusion, with an emphasis on protected classes (race, color, national origin, religion, sex, sexual orientation, gender identity, marital status, age, veteran status, disability, or status as a victim of domestic violence, harassment, sexual assault, or stalking)*
 - *Could be in the workplace, volunteer work, school, family, place of worship, etc.*
 - *Could be based on helping others or standing up for themselves*
 - *Could be based around how they valued or welcomed diverse perspectives and experiences*

4. This question relates to equity and inclusion. At the Oregon Employment Department, we foster a workplace environment where everyone is treated with respect and dignity, and sometimes that means taking accountability when we make a mistake. Please tell us about a time you took responsibility or accountability for an action that may have offended someone else and how you did that. This could be around issues of race, gender, age, disability, or other protected classes in Oregon.

Guidance

- *Self-awareness of how their everyday conduct can be viewed differently by different people, with an emphasis on protected classes (race, color, national origin, religion, sex, sexual orientation, gender identity, marital status, age, veteran status, disability, or status as a victim of domestic violence, harassment, sexual assault, or stalking)*
 - *For example, could share how they learned that the impact of their behavior matters more than the intent of their behavior*
- *Ability and/or willingness to engage in difficult conversations in order to move forward*

- *Willingness to listen and learn from others, do own research, attend trainings, etc. in order to learn about different communities*
 - *Ability to change behavior in order to treat others with respect*
 - *Awareness that not everyone is the same, and that respectful treatment can look and sound differently for different people*
 - *Awareness of Platinum Rule: “Treat others the way they want to be treated”*
 - *Awareness that different people have different needs in terms of apologies*
 - *Ability and willingness to ask someone how they can apologize to them, or what they can do to make up for causing the offense*
5. A goal of the Oregon Employment Department is to become an employer of choice for individuals of all backgrounds and promote an inclusive workplace culture that encourages diversity and allows all employees to excel. Please tell us about a time you interacted with someone who had a different background from you in terms of a protected class. What did you do to communicate successfully with that person? What was the outcome? What did you learn from the experience?

Guidance

- *Openness to working with people who have different perspectives, with an emphasis on protected classes (race, color, national origin, religion, sex, sexual orientation, gender identity, marital status, age, veteran status, disability, or status as a victim of domestic violence, harassment, sexual assault, or stalking)*
 - *Ability to learn from the experience*
 - *Valuing the differences each person brings to the table*
- *Willingness to listen to others*
- *Does it seem based on the answers that they might be able to work through issues with someone different in the future?*
- *Also may disclose being discriminated against and/or offended by someone and how they responded*
 - *Responses could include trying to educate or otherwise engage with the other person, reporting the conduct, using it as motivation to suggest policy changes, etc.*