

Guide and Template for Conducting Diversity Planning Stakeholder Interviews

Person conducting interview: _____

Person being interviewed: _____

Date/time of interview: _____

Instructions to interviewer:

Thank you for agreeing to conduct a stakeholder interview on behalf of the College/School Diversity and Inclusion Committee. As you conduct the interview, please take notes on the responses of the interviewee. We are looking for relevant information, topics and discussion points raised, but not a word-for-word transcription.

Please use the guide below as you conduct the interview and fill in responses. Feel free to ask clarifying or follow-up questions as needed, but be mindful of overall time. We have scheduled interviews to last no longer than one hour, but some interviewees may have a shorter time frame. If you run out of time to ask any questions, please note that next to each question as appropriate.

After you conduct the interview, take some time (preferably the same day) to look back over your notes and add or elaborate as needed. **When complete, please e-mail this document as an attachment to** (insert contact's email address).

Suggested introduction (please say this in your own words):

- Thank you for taking the time to share your expertise with the College/School Diversity and Inclusion Committee. As mentioned in the email you received, the committee is engaged in a diversity planning process. We are gathering data to build a comprehensive five-year diversity plan for the college/school that will convey the college/school's

- In what ways is the college/school welcoming and inclusive? Would you give me an example of what you mean or explain further?

- In what ways is the college/school not welcoming and what are the barriers to establishing an inclusive environment? Where are the opportunities for improvement?

- Are there best practices around diversity in college/school and/or your department that you would like to share with us? (*Share an example if needed for context.*)

- In what ways do diverse experiences, people, and ideas enrich our college/school?

- Looking back on your experiences with diversity in college/school, has your perspective changed over time?

- Is there anything regarding diversity in the college/school that we should have talked about today, but didn't?

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