

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 <u>not</u> a word-forword 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

- commitment to inclusivity and articulate specific goals, objectives, and action plans for implementation.
- Today, I'd like to gather your insight and feedback regarding the strengths, weaknesses, opportunities, and threats that the college/school faces related to diversity.
- I will take notes during our conversation. The notes from all interviews will be pooled together and analyzed by committee members. Names of interviewees will be removed from specific interview notes. The committee will ensure confidentiality of your responses to these questions, so I appreciate your candor.
- Do you have any questions before we get started?

Interview Questions – for interviewees in college/school:

 What were your first impressions of the college/school in regards to diversity?

• When did you first begin thinking about diversity in college/school? Could you share a little more about your experiences?

How would you describe the college/school's environment for diversity?

•	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?

•	Suppose you had one minute to talk with the dean about diversity and equity in the college/school; what would you tell the dean?	
•	Of the diversity and equity issues we discussed today, which is the most important to you?	
•	Is there anything regarding diversity in the college/school that we should have talked about today, but didn't?	
	complete, please e-mail this document as an attachment to (insert ct's email address).	
Interview Questions – for interviewees external to college/school:		
•	Please tell us what you know about the College/School as it relates to diversity.	

•	What do you see as College/School's greatest strength/weakness related to diversity and inclusion?
•	How could College/School increase its impact on issues of diversity and equity?
•	What current conditions or upcoming threats should we consider that could influence the future of diversity work in the college/school?
•	Suppose you had one minute to talk with the dean about diversity and equity in the college; what would you tell the dean?
•	Of the diversity and equity issues we discussed today, which is the most important to you?

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

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