

Wisconsin Department of Health Services Boards and Councils

Recruitment Checklist

Purpose

The Wisconsin Department of Health Services (DHS) strives to make councils robust bodies that are reflective of the state's full diversity. DHS staff liaisons should use this document as a guide to plan for effective recruitment strategies for board and council appointments.

Email questions or requests for consultation to [DHS boards and councils](#).

Recruitment Checklist

Consider your current memberships

DHS boards, councils, and committees should strive to represent the full diversity of the state. Board representation that reflects our state population helps DHS better consider differing needs and backgrounds when making policy. At DHS, we work to promote a culture of inclusion where Wisconsinites from all racial and ethnic identities; ages; nationalities; social and economic status; sexual orientations; gender identities or expressions; geographic locations; religious, political, and ideological perspectives; veteran status; and physical and mental abilities can thrive and be engaged.

Questions

Consider the following questions when determining representation:

- In which regions of the state do current members reside?
- Are there parts of the state without any representation?
- What is the demographic make-up of your current members?
- Do they represent the full diversity of the state?

Resources

Consider the following resources when determining representation:

- [DHS Regions by County map](#)
- [County Health Rankings](#) offers both county and state demographic data.
- [Example Member Sociodemographic Survey](#)

Consider your application process

Your application process should be accessible to a diverse pool of candidates.

Questions

Consider the following questions to determine if your application process is accessible:

- Is your application mobile-friendly for applicants with limited computer access? For example, online survey or form tool such as Alchemer, the survey development tool used by DHS.
- Is your application accessible to people with disabilities who may use or complete forms using assistive technology? Have you identified an individual who is able to assist a potential applicant with completing the application?
- Does your application use plain language?
- Does your application process include questions to gauge experience and expertise related to advancing equity or addressing disparities?
- Does your application process include questions to better understand the applicant’s lived or personal experiences?

Resources

Consider using the following questions in your application:

- How do you see yourself contributing to the council’s work to identify and address disparities? Health disparities is a phrase to reflect a comparative analysis of health outcomes by population, however defined. Often populations are defined by race, gender, educational attainment, geography, or income. **Note:** Councils may want to also provide context or examples on some key disparities that exist related to their work.
- What lived or personal experiences lead you to feel you would be a good candidate to serve on the [Board or Council name]?
- What professional experiences or qualifications lead you to feel you would be a good candidate to serve on the [Board or Council name]?
- Please comment briefly on why you wish to serve on a particular board or commission.
- Please be specific as to your goals and ideas about how you wish to contribute to the work of the board or commission.
- Have you previously served on any boards or commissions? If so, please list.
- List the issues that you believe the committee should address?

Consider how you’ll promote the opportunity

The recruitment process can help increase diversity in board and council applicants.

Questions

Consider the following questions to determine how to promote recruitment:

- Have you reached out to the DHS Tribal Affairs Office to outreach to Tribal governments/Tribal organizations?
- Have you consulted with your division’s Senior Health Equity Advisor on groups with whom to connect?
- Have you consulted with DHS’s disability-related councils or the Division of Public Health’s (DPH) Office for the Promotion of Independent Living?
- Which community-led groups or networks could help you disseminate your recruitment opportunity? Consider community-based organizations, organizations serving underserved communities, and groups in leadership development or civic education.

- Are your recruitment strategies promoting vacancies and nominations in every region? For example, conferences, community-based events, public meetings, website.
- Are you posting information about vacancies and nominations in other languages or alternate formats in local community publications?

Resources

Consider the following resources for promoting recruitment:

- The [DHS Tribal Affairs Office](#) can help with outreach to Tribal governments/Tribal organizations.
- **Senior Health Equity Advisors** in your division can provide consultation regarding outreach strategies and groups to connect.
- [DPH's Office for the Promotion of Independent Living \(OPIL\)](#) can help with accessibility considerations and dissemination among DHS's disability-related councils. OPIL is part of the Bureau of Aging and Disability Resources.
- Potential channels to disseminate your recruitment opportunity (all channels may not be appropriate for every recruitment):
 - Direct outreach to specific individuals
 - Current members will share with their networks
 - Promote at upcoming events such as conferences, community-based events, webinars, public meetings, etc.
 - Email – DHS uses GovDelivery for creating and managing email lists used to electronically communicate with partners, providers, stakeholders, internal staff, and the public.
 - Social media
 - Partner with community-led groups or networks
 - Share with colleagues working with community-based organizations