TIPS AND SUGGESTIONS FOR BROADENING THE CANDIDATE POOL*
(Women and minorities are judged most fairly when they make up at least 30% of the applicant pool.)

- Have a recruitment plan and include a deep pool as an objective.

- Start recruiting before you need to. Collect names of promising individuals who present at conferences and write interesting articles. When possible and practical, seek to forge a relationship with these individuals so that when an opening occurs, they are familiar with your department and the university.

- Call for nominations from your faculty.

- Develop a broad definition of the position and the desired scholarship, experience, and disciplinary background. Be clear about what is really “required” and what is “preferred.” Consider including “experience working with diverse groups” as one of your preferred criteria.

- Write your position description using inclusive language. Use an affirmative action statement that is more welcoming than the minimum required “ISU is an EO/AA employer”.

- Send your announcement to venues that target women and minorities.

- Take your announcement to professional meetings. Talk to prospective candidates there.

- Call colleagues in the field and ask for leads. Phone conversations will typically be more productive than email.

- Don't require letters of recommendation during the first phase of the recruitment process. This makes it easier for individuals to express interest in a position confidentially.

- Think creatively. Perhaps non-tenure track possibilities or some other alternative arrangement might be desirable as a first step.

- Advertise and recruit broadly. Contact professional associations to send ads to specialty groups. Contact graduate programs with high numbers of qualified women and minority PhD candidates. Utilize databases.

- Call potential candidates directly to encourage them to apply.

- Actively involve all search committee members in the recruitment process.

- Provide information packets to give to candidates containing institutional information (dual career, gender initiatives, family friendly policies) and marketing tools, as well as departmental information.

- Ensure that every candidate is treated with respect.

*Taken from Deepening the Pool handout, University of Arizona ADVANCE; Recruiting for Excellence & Diversity handbook, University of Oklahoma ADVANCE; Gender in Science and Engineering report, University of Michigan.