

# TIPS AND SUGGESTIONS FOR BROADENING THE CANDIDATE POOL\*

## RESOURCE PAGE #3

(\*Underrepresented persons 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 “required” and what is “preferred,” keeping required qualifications to a minimum. 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 underrepresented persons.
- 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.
- Do not 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. Explore perhaps term faculty possibilities or other alternative arrangements 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 PhD graduates who are women or underrepresented persons. Utilize databases.
- Call potential candidates directly to encourage them to apply.
- Actively involve all search committee members in the recruitment process.
- Provide information to give to candidates containing institutional information (dual career, gender initiatives, family-friendly policies, Faculty and Staff Associations) and marketing tools, as well as departmental information. A flier named BuildYour Faculty Career is available through the ISU ADVANCE website and the Search Committee Training CANVAS course.
- Ensure that every candidate is treated with respect.