• 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 Build Your Faculty Career is available through the ISU ADVANCE website and the Search Committee Training CANVAS course.

• Ensure that every candidate is treated with respect.