



Recruitment for Diversity and Excellence

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[Prime the Pump]

- Build a diverse community of prospective recruits
- Cultivate your own students
- Scan the field at professional meetings, journals
- Invite young scholars early and often to visit
- Build collaborations

[Committee Composition]

- Include people who are committed to diversity and excellence
- Include those who are currently under-represented
 - *Don't forget to take account of the added service load of these types of assignments*

[Job Definition]

- Consider implications of job description
- Search as broadly as possible
- Work with a single search committee for all positions
 - This allows opportunity for people with unusual backgrounds to emerge

[Advertisement]

- Consider advertising in venues that reach under-represented populations
- Note in the ad if resources exist to assist with dual career opportunities

[Active Recruiting]

- Actively seek candidates who contribute diversity and excellence – do not wait for their applications
- Ask colleagues specifically to identify top under-represented candidates
- Widen the range of institutions from which you recruit

[The Interview]

- Bring in more than one candidate from an under-represented group – this increases the likelihood of selection
- Provide information on family-friendly policies to all candidates
- Provide the candidate with opportunity to speak frankly in an un-evaluated session with another under-represented person

[Promote Awareness of Issues]

- Avoid illegal and discriminatory questions
- Be aware of evaluation bias
 - Focus on particular criteria during evaluation
- Consider the potential importance of personal life in all recruitment