

THE TOP FIVE LIST
GETTING THE WORD OUT
How to acquire a diverse candidate pool

1. The advertisement/job posting

Ensure that candidate pool criteria are set in writing before the search begins. Keep a broad perspective; consider those with the appropriate academic credentials and professional experiences.

*FAU is an Equal Opportunity/Equal Access Institution
Florida's "Government in the Sunshine" and Public Records law*

2. Placement of ads/job postings

Go over and beyond the traditional sources (The Chronicle of Higher Education); target as many diverse sources as possible (Diverse; Hispanic Outlook; Discipline-based websites with a diverse readership).

3. Mailings/e-mailings

Send letters/e-mails/job postings to Deans, Chairs, Institutions likely to have appropriate applicants.

4. Websites

Pay attention to websites: university, college, department; what is the message.
HR website; Diversity website

5. Network – recruit beyond paper

Reach out to minority students and faculty. Develop relationships with doctoral granting institutions that graduate a high number of women and minorities (handout).

Contact discipline-based organizations and professional publications with a diverse membership.

Network with professionals/colleagues: one-to-one; campus contacts; conferences.
Learn from the success of others.