Checklist for Expanding the Candidate Pool

☐ Ask current department members to identify potential candidates.

☐ Network with people who “know people” in the field (who may be called upon to nominate individuals).

☐ Identify journals read by people in the discipline/profession.

☐ Identify Professional associations for people in the discipline/profession.

☐ Identify websites that are visited by people in the discipline/profession.

☐ Identify the relevant professional or community organizations, caucuses, etc. that respond to the needs of women, people of color, people with disabilities, etc.

☐ Identify where people in this discipline/profession congregate (professional meetings, concerts, lecture series, etc.). Explore how to recruit at these venues.

☐ Identify where the best people in this discipline/profession work (strong departments at other universities, etc.).

☐ Identify the names of people who are publishing interesting research, giving strong presentations nationally, etc...

☐ Consider placing the announcement on the hiring department’s website. (Ensure that the website is accessible to all who may try to access it).

☐ Identify affinity groups and placement offices at other Universities and institutions and the best way to share the recruitment with them.

☐ Identify ways we obtain nominations from alumni, and members of the University and local communities.