

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.