

THE TOP TEN LIST
SUCCESSFUL RECRUITING
How to land the best candidate

- 1. Choose the right search committee and interviewers.**
Consider diversity of ethnicity, gender, and rank. Consider representatives outside the unit, when appropriate. Consider attitude and communication skills – you want the candidate to feel welcome – “these are people I want to work with.”
- 2. Be prepared with standardized questions, tailored for the position, for all candidates.**
Consider developing one or more questions to elicit information from candidates about their experiences in or thoughts about promoting and enhancing diversity.
- 3. Plan the campus visit experience carefully.**
What/who is it particularly important for the candidate to see/visit given the limited time frame. Provide briefing materials to all those involved.
- 4. Once developed, share the agenda/itinerary with the candidate.**
Ask them if there are additional experiences they are interested in.
- 5. Pay attention to logistical details.**
Insure that candidates’ flights, transportation, lodging, restaurants, travel reimbursements, etc. are set up.
- 6. Be prepared to connect the candidate and their significant others with department, campus, and community resources.**
Create an interview climate and process that connects the candidate to the university. Give a list of external resources.
- 7. Treat internal and external candidates equally.**
- 8. Provide each applicant with ample time to ask questions.**
- 9. Be prepared with a job description for the position.**
Be prepared to discuss teaching loads, research expectations, and service duties. Identify resources that foster professional success.
- 10. Learn from the success of others.**