

## Checklist for Departmental Outreach

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Pro-active outreach is a key method for increasing the overall diversity, quality and breadth of your applicant pool. Below is a checklist of outreach activities that all search committees are strongly encouraged to use as you begin launching your recruitments.

*Items in **bold** refer to resources that are available within the Google Shared Drive that APS sets up for your committee at the beginning of the recruitment.*

- Use **email template** provided to contact colleagues at other institutions and ask for their help in identifying potential candidates for the position. Ask for their particular help in identifying potential candidates from under-represented groups.
- Let your professional networks know about the open position, via email listservs, etc.
- Use the **resource list** provided to identify job posting sites, networking opportunities, additional listservs, social networking opportunities, and candidate directories.
- Identify conferences in your discipline that would provide opportunities for networking with potential candidates in your discipline, especially the conferences (or caucus sessions within those larger conferences) that might provide access to potential candidates from under-represented groups.
- Send **vacancy announcement** to relevant departments in your discipline, and ask them to send/post the vacancy announcement to their doctoral candidates and recent Ph.Ds.