

# Checklist for departmental outreach

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Pro-active outreach is a key method for increasing the overall quality and breadth of your applicant pool and also of increasing the diversity of your applicant pool. Below is a checklist of outreach activities that all search committees should consider using as you launch the search process.

*Items in **bold** refer to resources that are available on the Sharepoint site that APS has set up for your search (see the link to “Diversity Recruitment Info” on that site).*

- ✓ 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 listserves and other means.
- ✓ Use **template** provided to send emails and/or letters to individuals listed in national directories of under-represented candidates. (These **discipline-specific lists** AND access to these directories are available on the Sharepoint site)
- ✓ Use the **discipline-specific resources** provided (for your College in general, and also your specific discipline) to identify job posting sites, networking opportunities, additional listserves, social networking opportunities, and candidate directories.
- ✓ Use the same **discipline-specific resources** to identify individuals (for example, listed members of the “Egyptology Association Committee on Women and Minorities”) who are working on issues of diversity within your discipline. Contact these individuals to ask for help in identifying potential candidates for your position.
- ✓ 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 PhDs. Start with the list of universities provided here, and add to the list any other campuses that would be particularly relevant for your discipline.