

## **Employment Equity Recruitment Tips/Suggested Publications**

***Members of the department and in particular the search committee should be proactive in nominating candidates and getting the word out to colleagues at other universities.***

Where you advertise can have a great effect on who applies. The wider you “cast your net”, the greater the diversity of your applicant pool. A broad and diverse group of applicants is an important factor both in finding the best candidate for a position and increasing representation of designated group members.

Enlarging and diversifying the pool of candidates calls for non-traditional and active recruiting methods as well as the mandatory channels. Consider the possibilities of including advertising in the following mediums.

Each area of expertise tends to have an academic web site, association or a major conference that can provide exchange of c.v.'s or networking opportunities.

### ***General Tips***

- ⇒ Contact all appropriate Canadian university departments and research organizations to request that they draw the advertisement to the attention of postgraduate students nearing completion of their postgraduate programs, recent graduates, and postdoctoral fellows.
- ⇒ Consult with informed people of the respective department and of the discipline across Canada in order to identify suitable prospective applicants, particularly those who are members of the underrepresented groups.
- ⇒ Send a letter to prospective applicants inviting them to apply or informing them of the vacant position.
- ⇒ Informal word of mouth, e.g. faculty attending professional conferences or delivering papers at other universities can combine their visits with recruitment efforts for present and future positions.
- ⇒ Note designated group members who receive special awards and fellowships for completing Ph.D. programs and who give presentations at conferences.
- ⇒ Consult available bibliographies of designated groups in academic disciplines and professionals.
- ⇒ Make direct contact to encourage designated candidates to apply. Often one or more personal approaches are needed to encourage candidates to apply.
- ⇒ Seek out graduate students near completion of their Ph.D. program and make use of the postdoctoral fellow lists from granting agencies
- ⇒ Long-range planning is often necessary to secure diversity in the applicant pool. Therefore, seek out high quality and diversity in graduate students to nurture and mentor for future faculty opportunities.

### ***Suggested Publications***

- Canadian Research Institute for the Advancement of Women (CRIAW)  
<http://www.criaw-icref.ca/>
  - There is no charge for advertising in this journal
  - CRIAW [info@criaw-icref.ca](mailto:info@criaw-icref.ca)
  - phone: 613-422-2188
  
- Canadian Journal of Native Studies, <https://www.brandonu.ca/native-studies/cjns/>
  
- ILSA, the Indigenous Literary Studies Association,  
<http://www.indigenoussliterarystudies.org/contact/> (job postings for all disciplines)
  
- Society for Canadian Women in Science and Technology Newsletter,  
<http://www.scwist.ca>
  
- Senior Women Academic Administrators of Canada (SWAAC). Ad is circulated on the SWAAC list-serve as well as posted on their website: <http://www.swaac.ca/advertise-with-swaac.html>. There is a charge of \$100 per position advertised, postings are up for a minimum of 2 months
  
- Professional Indigenous Engagement Services/Job Board, <https://www.amik.ca>

“Publicizing the position in so many venues may seem redundant, but doing so ensures that the greatest number of people have the potential to see the announcement. Besides, some people may need more than one encounter with a job notice before entertaining the idea that the position might be a good fit for them. Seeing announcements in multiple forums may well convince them that the institution is serious about casting as wide a net as possible.”<sup>[1]</sup>

(Guide adapted from University of Manitoba, Handbook for Faculty Hiring)