Tips for Applicant Outreach
Tufts University School of Arts and Sciences and School of Engineering

Year after year, departments at Tufts that have put effort into outreach and networking have demonstrated this is the best way to build a diverse pool of applicants. Outreach and networking involves a lot more work than simply placing a position announcement, but it is well worth the effort. The basics of outreach and networking are listed below.

- Place the position announcement, as appropriate, in discipline-based publications, professional network sites, etc. aimed at women and people from underrepresented groups.
- Review the affirmative action (AA) officer’s files on people in the field who are potential contacts for outreach and networking. In addition to reaching out to these and other similiar individuals, be alert to departments that tend to produce doctoral degree recipients from underrepresented groups. These sources can complement your own contacts and those of your colleagues.
- Review the searchable databases of potential applicants from underrepresented groups (provided by the AA officer), as appropriate to the field.
- During a departmental meeting, brainstorm about people and departments to whom it would be beneficial to direct your outreach.
- Identify Tufts faculty, administrators, and staff from underrepresented groups who have suggestions for outreach, or know of graduate programs with a good track record for training graduate students from underrepresented groups.
- Notify colleagues you know personally, as well as people of whom you are aware, that your department is conducting a search and is trying to build as diverse as possible a pool of highly qualified applicants. Send them the position announcement and follow up by telephone or email.
- Seek out women and/or people from underrepresented groups at professional meetings where recruitment takes place. Many professional organizations have caucuses composed of people from underrepresented groups.
- Establish and use personal and professional networks to try to identify potential applicants from underrepresented groups.
- When appropriate to the discipline, also search outside of academe.

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