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## BEST PRACTICES IN RECRUITING, SELECTION & HIRING

When engaging in recruitment, you are encouraged to build a strategy that cast the widest net possible to ensure that you have a diverse pool of applicants. Below are some strategies and/or sources you may consider when building your strategy; however, our Talent Acquisition and Onboarding Team is available to support you with this task.

1. In addition to advertising on job boards, target and build strategic partnerships by reaching out to key representatives within schools that serve all populations.
2. Build and communicate your college/unit brand by highlighting projects, research, community engagement, and partnerships that support pluralism, curiosity, viewpoint diversity, open intellectual discourse and the well-being of all in the context of cultural and ideological difference. Showcase them on your college's website, in print or electronic material or partner with UFHR to feature them.
3. Consider hosting a virtual open house event for potential job seekers or passive candidates who desire to learn more about your college/unit, projects, and/or research.
4. Establish partnerships with professional associations and student groups.

## ADDITIONAL STRATEGIES

- Build relationships with colleges and organizations that seek to educate and promote pluralism, curiosity, viewpoint diversity, open intellectual discourse and the well-being of all in the context of cultural and ideological difference.
- Reach into communities using volunteer opportunities, fellowships, mentorships, scholarships, and/or internships.
- Partner with your communications and marketing teams to use your social media pages to promote and showcase current programs or employee groups.
- Strive for equal representation of all groups in your marketing materials and online.
- Seek feedback from current groups within your areas about how you can improve recruiting efforts.
- Focus retention efforts on creating an environment where employees feel both valued and empowered.
- Increase the number of candidates applying to jobs by eliminating barriers.
- Embrace high-touch recruiting. If prerecorded interviews are used as a method to screen candidates, use personal email messages when engaging candidates versus system templates. Consider an initial phone contact to introduce the candidate to the video interview process before the interview is scheduled.
- Partner with student chapters of professional organizations on campus to assist with recruiting talent from a broader bench of schools.

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## HIGHER EDUCATION JOB BOARD NETWORK

- Network Members
- AABHE Career Center
- AACSB Career Connection
- AAMC CareerConnect
- Accreditation Council for Business Schools and Programs
- Alliance for Continuing Education in the Health Professions
- American Association of Colleges for Teacher Education (AACTE)
- American College Health Association
- American Conference of Academic Deans
- Arizona Association of Student Financial Aid Administrators
- Association for Continuing Higher Education Inc.
- Association for Leadership Science in Nursing
- Association of Deans & Directors of University Colleges & Undergraduate Studies
- California Association of Colleges of Nursing
- CASE Career Central
- CASFAA Career Center
- Higher Education Career Center by University Business
- INSIGHT into Diversity
- National Association of Business Careers and Education
- National Association of Diversity Officers in Higher Education
- New York State Association for College Admission Counseling
- Southeastern Association of School Business Officials
- The Enrollment Management Association

## FOR ADDITIONAL ASSISTANCE

### **Policies & Directives**

Talent Acquisition & Onboarding  
352-392-HELP  
[talent@hr.ufl.edu](mailto:talent@hr.ufl.edu)

### **Strategic Talent Group's Website**

[Strategic Talent Group – UF Human Resources \(ufl.edu\)](https://www.ufl.edu/hr/talent)