

Share your experience

- What have you done?
- What have been your results?



Step 1: Recruitment

• Be proactive!!

- But what does this mean?
 A few examples follow
- Commit Time to Recruitment
 - You are picking a team that will have HUGE impact on your research success
 Will your students be tenure

makers or tenure breakers?



Recruitment Tables at a Conference

- Reality these are not the best places to recruit students – but they are great for name recognition (your university and your department)
 - Better to spend \$\$ elsewhere
 - Example.....
- If you still want to do this and cost is an issue for your department, see if another unit in your university will cost share (Grad School, Provost, VP for Research)



Leverage University Resources Purchase names of targeted groups from ETS (GRE/TOEFL) Make sure that you contact potential applicants who have submitted GRE scores, but not applied Make sure you are part of "campaigns" Use common lists of high achieving students McNair Council on Undergraduate Research NNE Gather university recruitment materials Become familiar with benefits/support programs for students at your university Use these as selling points – i.e. do you have lactation rooms, health insurance, mentoring programs, etc.

University Recruitment

- Find out which universities your university recruits at!
 - Identify key universities and offer to come along
 - Offer to use your contacts (domestic or international) and travel to recruit at these places
 very often your university will financially support this – ASK!

University /Departmental Open Houses

- Be an active participant in on campus university recruitment events
- If you don't have one, propose (but don't run as an assistant professor) a departmental open house



skype

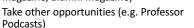
 There are almost certainly groups on campus who will help with this

Campus Visits Have prospective students visit Find financial resources to support this (departmental/university, cost share) Leverage campus resources Do you have organized tours? Can a dean from your college/grad school meet with the student? Do you have student ambassadors who can meet/eat with the prospective student?

 Are there resources for housing (examples of some you may not have thought of...)?

The Little Things

- Maintain a clean and uncluttered web page with up to date research/teaching interests and publications
- Respond to student enquiries in a timely fashion (would you work for someone who takes 9 days to reply to an email?)
- Make sure that your research is featured on your university web page and in university publications (i.e. research magazine, alumni magazine)



The Little Things

- Call/Skype/FaceTime with prospects your "competition" is almost certainly not doing this
- Have your chair/dean call the applicant
- · Have other faculty call the applicant

Step 2: Closing The Deal

- So, you have managed to get the best student ever to apply – this is where the hard part of recruitment starts!
- This is where a campus visit may be VITAL
- Be familiar with what your university offers that others do not..... examples....
- Be responsive
- Have students contact the applicant
- Have chair/dean contact student
- Does the applicant have housing/town resources?



Money

- Sometimes it all comes down to money.....
 - Are there institutional fellowships that you can nominate your applicant for (even at the last moment)?
 - Are there departmental scholarships?
 - If you are offering a GTA position, can you supplement it with any of the above?
 - If you have support from a 3 year grant for the student, will the university "match" this with a 4th year? Ask!

Step 3: Keeping that Excellent Student and Working with Them

- Make sure that class/research expectations are clear
 - Informal contracts?
- Scope of M.S. vs. Ph.D. projects
- Most students are not "Type-A" over achievers like you....
- What are your student's goals? Take this into consideration!
- Will they stay for the summer?

Keeping that Excellent Student and Working with Them

- Keep an eye out for opportunities for that student – professional (e.g. writing workshops) and financial (e.g. scholarships)
- Make sure that they have research/conference travel money
 - Do you know about all the resources your university offers?
- Weekly meetings (individual/group)
- Make sure your chair/dean knows all the good things that you/they do – sell yourself and your students!

Watch them Graduate!

- Go to commencement!
- Questions/Comments?