

Recruiting and Working With Graduate Students

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On the Cutting Edge
Professional Development for Geoscience Faculty



Why Choose a Particular University?

- What made you choose your PhD university?



Recruitment Methodology....

- What have you been doing to recruit students?



Resources at your University....

- What resources do you have to help you at your university?



University Resources you Might not Know About....

- Your university may buy names (e.g. GRE & TOEFL; make sure that you contact potential applicants who have submitted GRE scores, but not applied)
- Resources to find students
 - McNair
 - SACNAS
 - Council on Undergraduate Research
 - National Name Exchange
 - Regional groups focused on underrepresented minorities
- 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 Resources you Might not Know About....

- Find out which universities your university recruits at!
 - Identify key universities and offer to help
 - Offer to use your contacts (domestic or international) and travel to recruit at these places – very often your university will financially support this – ASK!
 - Do you have open houses (dept./college/university level)
 - Will your dean meet with your top recruits?
 - Other university resources

Some Key Points (in case these did not come up already...)

- **Be proactive!!**
- Commit Time to Recruitment
 - You are picking a team that will have a HUGE impact on your research success
 - Will your students be tenure makers or tenure breakers?



The Little Things

- Up to date personal web page with research/teaching interests and publications
- Respond to student enquiries in a timely fashion – create a form letter...
- Make sure that your research is featured on your university web page and in university publications (i.e. research magazine, alumni magazine)
- 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



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!

What are your challenges (and what are the solutions)?



Keeping that Excellent Student

- 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
- Go to commencement!

Questions and Comments?