UNIVERSITY OF CENTRAL FLORIDA

Recruitment Strategies to Bolster Your Diversity Pipeline

A Guide to Using UCF's Diversity Recruitment Resources.

Pamela Fletcher • August 1, 2021 • The Office of Institutional Equity

How?
- Expand your reach beyond traditional sourcing methods
- Improve branding around diversity and inclusion in job postings and advertisements

What?
- OIE Diversity Recruitment Resources
  - HBCUs Listing
  - Women's Colleges Listing
  - HSI Schools with Graduate Programs Listing
  - Professional Associations and Job Boards Listing
- Other Resources
- Tips for diversity recruitment

Expand and Reach Beyond Traditional Recruitment Methods

Recruitment Resources for Diverse Applicants

OIE has created four NEW resources that hiring officials can use to create new pipelines for diverse candidates. Each resource provides information regarding the programs and/or services offered by these organizations.

1. Historically Black Colleges and Universities (HBCUs)
   - (90+ universities and colleges across 20 states, including 4 in Florida)
2. Women's Colleges
   - (29 in the United States)
3. Hispanic Serving Institutions (HSIs)
   - (Schools that have 25% or more Hispanic or Latinx enrollment)
4. Professional Associations and Job Boards targeting underrepresented groups

SORT BY MAJOR, STATE, and INSTITUTION, with Graduate Program and Career Services Contact Information

Row Labels

⊟ **African Studies**
  ⊟ **Washington, DC**
    ⊟ Howard University
      ⊟ **African Studies Ph.D.**
        ⊟ African Studies - Dr. Mohamed Camara (Chair), mohamed.camara@howard.edu, (202) 238-2328
          (202) 806-7513, careerservices@howard.edu; post jobs via Handshake
⊟ **Agricultural Sciences**
  ⊟ **Maryland**
    ⊟ University of Maryland Eastern Shore
      ⊟ **Doctor of Philosophy (Ph.D.) - Food and Agricultural Sciences**
        ⊟ Doctor of Philosophy (Ph.D.) - Food and Agricultural Sciences - Jurgen Schwarz, Professor and Chair, (410) 651
          E-mail address for Career & Professional Development Center Staff are as follows: tqueenan@umes.edu, b
⊟ **Astronomy**
  ⊟ **Washington, DC**
    ⊟ Howard University
      ⊟ **Physics & Astronomy Ph.D.**
        ⊟ Physics & Astronomy - Silvina Gatica (Director of Graduate Program), sgatica@howard.edu, 202-806-7665
          (202) 806-7513, careerservices@howard.edu; post jobs via Handshake
⊟ **Atmospheric Science**
  ⊟ **Virginia**
    ⊟ Hampton University
      ⊟ **Atmospheric & Planetary Science Ph.D.**
        ⊟ Atmospheric and Planetary Sciences - Dr. Robert Loughman (Chair), robert.loughman@hamptonu.edu, (757) ·
          Shannon Fields, Employer Relations Coordinator, (757) 727-5331, careercenter@hamptonu.edu
  ⊟ **Washington, DC**
    ⊟ Howard University
      ⊟ **Atmospheric Sciences Ph.D.**
        ⊟ Atmospheric Sciences - Dr. Vernon Morris (Prog Dir), vernon.morris@gmail.com, (202) 806-6246
          (202) 806-7513, careerservices@howard.edu; post jobs via Handshake
⊟ **Biology**
  ⊟ **Alabama**
    ⊟ Alabama State University
      ⊟ **Ph.D. in Microbiology**

- HBCU and Women's College listings are Excel worksheets
- In addition to a master listing, pivot tables have been created to facilitate the search process
- Pivot tables sort data by:

By Institution (alphabetically)
By Major (alphabetically)
By State (alphabetically)

QUESTION: If you were a hiring official looking for candidates with doctorates in Atmospheric Sciences, what schools would you target? **ANSWER**: Howard and Hampton

Example of HSI Listing

Institution	Hispanic City	% City	graduate Sector	Graduate Students	Total Graduate Students	Graduate Hispanic	Under-FTE % Hispanic
DC Total		1			392	31	7.9%
FLORIDA (FL)							
AdventHealth University	Orlando	4 Priv		364	84	23.1%	33.8%
Atlantic Institute of Oriental Medicine	Fort Lauderdale	4 Priv		99	30	30.3%	37.1%
Barry University	Miami	4 Priv		3,703	944	25.5%	34.3%
Carlos Albizu University-Miami	Miami	4 Priv		609	475	78.0%	80.9%
Florida Atlantic University	Boca Raton	4 Pub		5,396	1,050	19.5%	26.7%
Florida International University	Miami	4 Pub		9,124	4,347	47.6%	66.2%
Hodges University	Naples	4 Priv		198	47	23.7%	40.5%
Johnson & Wales University-North Miami	North Miami	4 Priv		46	12	26.1%	25.6%
Keiser University-Ft Lauderdale	Fort Lauderdale	4 Priv		1,618	483	29.9%	34.1%
Nova Southeastern University	Fort Lauderdale	4 Priv		15,531	4,422	28.5%	31.0%
Polytechnic University of Puerto Rico-Miami	Miami	4 Priv		89	89	100.0%	97.7%
Polytechnic University of Puerto Rico-Orlando	Orlando	4 Priv		49	49	100.0%	98.0%
St. Thomas University	Miami Gardens	4 Priv		1,535	619	40.3%	49.3%
Trinity International University-Florida	Miami	4 Priv		79	29	36.7%	45.7%
University of Central Florida	Orlando	4 Pub		9,654	1,649	17.1%	27.1%
FL Total	15			48,094	14,329	29.8%	

- The HSI information includes listings of designated HSIs that offer graduate programs
- These listings were published by Excelencia in Education, the only national data-driven initiative to recognize programs at the associate, baccalaureate, and graduate levels as well as at community-based organizations with evidence of effectiveness in accelerating Latino student success.

QUESTION: Take a few moments to review the information provided by Excelencia. What institution will likely have the highest number of Hispanics graduating with a graduate degree based on the Graduate Hispanic percentage? **ANSWER:** Florida International University (Total Graduate Students = 4,347; Graduate Hispanic = 47.6%; Potential number of Hispanics graduating with a graduate degree = 2,069 (4,347 x .476)).

Tips for Recruiting at HBCUs, HSIs, and Women's Colleges

1. Go beyond the most well-known universities and colleges
2. Invest in early engagement and provide students with valuable professional development opportunities
3. Build strong relationships with career services, professors, department heads, and student organizations
4. Create programs for underrepresented identities in your college or department

DIVERSITY RECRUITMENT RESOURCES By Profession, then Target Audience, then Organization Type, th

Row Labels

- **Academic Advising**
  - **General**
    - Professional association with job board
      - **National Academic Advising Association (NACADA)**
        - No fee.
          - https://nacada.ksu.edu/Member-Services/Position-Announcements.aspx
            (785) 532-5717
- **Aerospace**
  - **Black**
    - Professional association
      - **Organization of Black Aerospace Professionals (OBAP)**
        - Not applicable
          - **No job board (NJB)**
            1-800-538-6227
- **Anthropology**
  - **General**
    - Professional association with job board
      - **American Anthropological Association, The**
        - There is a fee.
          - https://careercenter.americananthro.org/
            https://employers.americananthro.org/
- **Architect**
  - **Black**
    - Professional association with job board
      - **Organization of Black Designers (Architecture)**
        - There is a fee.
          - https://obd-jobs.careerwebsite.com/
            (202) 489-4822
  - **Multi-cultural**
    - Professional association with job board
      - **National Organization of Minority Architects (NOMA)**
        - There is a fee.
          - https://jobs.noma.net/employer/pricing/
            (202) 818-8653

QUESTION: If you were a hiring official looking for African American candidates with in Architecture, what are potential organizations you could target? **ANSWER**: Organization of Black Designers and National Organization of Minority Architects

Improve Branding Around Diversity and Inclusion

Include highlights of UCF in job posting & advertisements. Examples include the following:

- UCF is home to a growing and diverse population of over 70,000 students, almost 2,000 faculty, and more than 4,700 staff
- UCF is a Hispanic Serving Institution (HSI), with over 27% Hispanic student enrollment
- UCF was one of only 90 colleges to be recognized for Higher Education Excellence in Diversity (HEED) in 2020 for its outstanding commitment to diversity and inclusion

- UCF offers students over 650 clubs and organizations to meet their unique needs and interests
- UCF offers faculty and staff resources to support and advance the personal and professional development, including but not limited to the PRIDE Faculty & Staff Association, the Black Faculty & Staff Association, and the Latin@ Faculty & Staff Association
- **See Faculty Excellence Inclusive Hiring Toolkit on the Faculty Excellence website for more highlights**

Other Diversity Recruitment Resources

Other ways to expand your reach include:

- <u>Professional listservs</u> - Many professional sites also send out emails to their members and/or post open positions in their journal, newsletters, or magazine.
- <u>College/University Alumni & Careers Services Websites</u> - post your positions at no cost on college and university job boards. They may also provide employers email access to alumni mailing lists.
- <u>Professional Conferences</u> – The best talent attends. They're great for recruiting diversity. Great access. A potential candidate's guard is down. Identifying individuals from benchmark institutions is easy (name badges). It can be inexpensive.
- <u>Personal Networks</u> – As a current employee, you can speak with credibility about the university's vision, mission, culture, and atmosphere and connect with a potential candidate more effectively than any job ad.
- <u>Social Media</u> - **Social media** allows potential recruits **to** get a feel for what the company is like before they apply.

How to Access UCF's Diversity Recruitment Resources

- <u>For OIE's Diversity Recruitment Resources</u>:
  - o Go to www.oie.ucf.edu
  - o Scroll down to the 'Employment Equity' section
  - o Click on 'Diversity Recruitment Resources'

- <u>For the Faculty Recruitment's Excellence Inclusive Hiring Toolkit</u>:
  - o Go to www.facultyexcellence.ucf.edu
  - o Scroll down to the 'Inclusive Excellence' section
  - o Click on the 'More Information' button
  - o Scroll down to the 'Faculty Recruitment, Hiring and Retention' section
  - o Click on the 'Faculty Excellence Inclusive Hiring Toolkit' hyperlink

For any questions or recommendations for the diversity recruitment resources, please contact:

Pam Fletcher, EEO & Search Compliance Specialist, at Pamela.Fletcher@ucf.edu, or the Office of Institutional Equity at OIE@ucf.edu.