RSENR Graduate Student Recruitment Guidelines
Pre-Screening and Targeted

Purpose: These guidelines describe best practices designed to ensure outreach to and equitable consideration of a diverse pool of graduate student applicants whenever faculty recruit to fill a new position. If faculty choose to recruit students on their own through a pre-screening process, they should follow these suggested recruitment guidelines. The guidelines apply to any recruitment, no matter how it is supported, i.e., via scholarship, research project, GRA, GTA, mixed, etc.

The sole purpose of a pre-screening process should be to eliminate students that would be non-competitive. All competitive students must apply through ADMIT. The expectation is that the pre-screening process will yield several competitive students rather than a single candidate. The Graduate College requires that all competitive candidates then follow the normal process to apply through ADMIT so that there is data on record to fairly assess the competitiveness of our graduate programs.

Required elements

- Publish your position to multiple job boards, listservs, websites, etc., especially those that advocate for diversification in natural resources and provide opportunities for students with unique lived experiences. For example:
  - The Society for Advancement of Chicanos/Hispanics and Native Americans in Science (SACNAS), you may post available positions to their free opportunities board.
  - The American Indian Science and Engineering Society (AISES), you may post available positions to their free opportunities board.
- Publish your position to the RSENR Graduate Assistantships and Fellowships webpage to provide prospective students with one easy reference source for all currently available opportunities. To do so, please email RSENR_Grad_Coord@uvm.edu with your position description and timeline for recruitment.
- Consider in your candidate pool any applications received through ADMIT in which you are named as an advisor of interest. Reach out the RSENR_Grad_Coord@uvm.edu when you plan to begin your applicant review process to ensure any additional applications received via ADMIT can also be shared and considered at that time.
- Create and use an assessment rubric or screening criteria to evaluate applicants. The rubric should include a clear consideration of students' lived experiences and how those experience have translated to a skill, trait, or ability that will enhance UVM and RSENR community values.
- Prepare a recruitment recommendation as described below.

Highly Recommended elements

- Interview short-listed, competitive candidates to explore how they fit your academic and project goals and how their lived experiences will contribute to the RSENR mission.
- Be responsive to all applicants that seek information about your available position.
- Use gender-inclusive language in your position descriptions.

- You may wish to include and/or expand upon our RSENR Mission Question or mention that "*The University of Vermont is committed to inclusive excellence and its admissions practices reflect that university-wide commitment. Using a nuanced, holistic, and multi-faceted admissions process, we seek to build a campus community with myriad talents, experiences, goals, backgrounds, perspectives, and interests. Applicants are strongly encouraged to share their unique lived experience with us as part of the application process*"
- Differentiate between required and preferred skills/knowledge/experience, and only include requirements that are directly applicable to the position.
- Notify eligible students that they may qualify for an application fee waiver. Applicants that are current or former members of the listed organizations, or graduates of certain minority-serving institutions, as currently described under the "Application Fee Waiver Requests" tab are eligible.
- Clearly explain to prospective students how they will be financially supported (e.g. GRA, GRA/GTA, RSENR Competitive Graduate Student Assistantship).
- Clearly explain to prospective students the expectations for their graduate research project.
- Brainstorm and discuss with colleagues suggested or previously successful strategies for recruiting students of traditionally underrepresented identities.
- Refer to the UVM Affirmative Recruitment & Hiring Guidelines as a reference for additional best practices in recruitment, helpful templates and resources.

Recruitment recommendation

Once you have completed your pre-screening:

- Communicate to the RSENR Graduate Program Coordinator names of the applicants that you have recommended should apply to the Graduate College in ADMIT (i.e., the competitive applicants).
- Work with the RSENR Graduate Coordinator to identify two other RSENR faculty who are also members of the UVM Graduate College to review and comment on the competitive candidates in ADMIT. All 3 reviewers must submit evaluative comments in ADMIT.
- Once all evaluations have been completed in ADMIT, communicate to the RSENR Graduate Coordinator your final recruitment recommendation (which student[s] you will accept).
- Provide a summary to the RSENR Grad Program Coordinator of how each accepted student will be supported. Complete a graduate support routing form for each accepted student.

Targeted recruitment

If you want to recruit a targeted candidate without a pre-screening step, send a brief description to RSENR_Grad_Coord@uvm.edu explaining why this candidate has qualifications or experience that could not be met by any other candidate and explain how the finalist can help the RSENR advance its mission. The potential student must submit an application to the Graduate College in ADMIT. This application must be reviewed positively by 2 other RSENR Graduate Faculty.