**Have an IT Opening?**

**Consider these 5 easy best practices to promote a more diverse applicant pool**

1. **Scan your job for male dominant language & ensure the job description is inviting and welcoming to all**
	* Consider using tools to scan such as <http://gender-decoder.katmatfield.com/>
	* Remember we are looking to sell the job and Harvard culture!

[Best-practices-for-recruiting-stem-women-and-diversity-candidates](https://www.eremedia.com/ere/looking-for-bold-recruiting-approaches-best-practices-for-recruiting-stem-women-and-diversity-candidates-part-1-of-2/)

1. **Make sure that the basic requirements are realistic**
	* Statistics show that men often apply for a job when they meet only 60% of the qualifications, but women apply only if they meet 100% of them
2. **Remind the Hiring Manager and Hiring team if there is a female and/or minority hiring goal**
	* Encourage hiring teams to generate referrals, and encourage them to think about female or diverse professionals they might have worked with in the past
3. **Post the job to diversity sites & List Serves**
	* In Addition to our standard diversity sites available via job target, consider posting to: <http://www.womenintechnology.org/> & Harvard WIT list serve <http://www.abcd.harvard.edu/> , ABCD Job Group: <http://www.abcd.harvard.edu/harvard/jobs.html>
4. **Coach Hiring Managers on appropriate interview behaviors**
	* Utilize more values based interviewing techniques
	* Avoid panels whenever possible, particularly large non-diverse panels
	* Legally permissive interview questions

**ADDITIONAL JOB POSTING RECOMMENDATIONS**

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| **All of Harvard’s jobs are automatically posted to:*** HERC (Higher Education Recruiting Consortium),
* HigherEdJobs.com
* MA state Jobquest site.
* VetJobs ([www.vetjobs.com](http://www.vetjobs.com/))
* Veterans Enterprise ([www.VeteransEnterprise.com](http://www.veteransenterprise.com/))
* Be A Hero – Hire A Hero ([www.beahero-hireahero.com](http://www.beahero-hireahero.com/))
* JOFDAV – Job Opportunities for Disabled American Veterans ([www.jofdav.com](http://www.jofdav.com/))
* Disabled Person ([www.disabledperson.com](http://www.disabledperson.com/))
* The Black Perspective ([www.blackperspective.com](http://www.blackperspective.com/))
* Hispanic Today ([www.hispanic-today.com](http://www.hispanic-today.com/))
* Women in Business & Industry ([www.wib-i.com](http://www.wib-i.com/))

**You can post to these sites for FREE, via Job Target:*** Asian American Civic Association
* El Mundo
* GetKonnected
* North American Indian Center of Boston
* Urban League

**Other diversity sites & list serves to consider posting to (and please help us build this list):*** Women in Technology
* IT Diversity
* List Serves: ABCD, nercomp-women\_in\_it\_cop@lists.nercomp.org
* Twitter - @girlswhocode, @geekgirlcamp, @HarvardWIT
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