**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](mailto:nercomp-women_in_it_cop@lists.nercomp.org) * Twitter - @girlswhocode, @geekgirlcamp, @HarvardWIT |