List of recommendations

1. Getting great applications from the best applicants

Writing the vacancy

☐ Define the candidate profile before you write the vacancy: Make a distinction: What are the most important criteria? What are the nice-to-have’s?
☐ Use the candidate profile for writing the vacancy
☐ Clearly define and communicate the application procedure and components
☐ Use the guidelines for writing a vacancy text that attracts many diverse talents (see https://www.ru.nl/publish/pages/825136/gender_sensitive_advertisement_texts_final2017.pdf).

1) ☐ Explain the job requirements
   ☐ Formulate less compelling (not ‘you should have’)
   ☐ Reconsider (formulation) qualifications (‘initiating’ instead of ‘assertiveness’)
   ☐ Focus on the 4 most essential requirements and do not specify too much

2) ☐ Describe the work environment
   ☐ Mention atmosphere and culture
   ☐ Mention the societal relevance / impact of the job / research
   ☐ Emphasize the collaboration and partnerships within and outside the Institute

3) ☐ Highlight opportunities to combine work and private life
   ☐ Flexible working hours and the possibility to work from home
   ☐ Child care possibilities

4) ☐ Highlight the commitment to gender policy
   ☐ Use facts and figures
   ☐ Also mention names of leading women in the institute
   ☐ Mention presence of a gender committee and coordinator
   ☐ Mention specific programs for women

5) ☐ Write gender-neutral: plural often offers a solution

6) ☐ Be personal: use personal pronouns (you, us)
   *Rather not: The candidate is part of (..)*
   *Alternative: You are part of (..)*

7) ☐ Build a relationship with the reader: Use dialogue forms
   *Example: Curious about our benefits? See the terms of Radboud University.*

8) ☐ Write active
   *Example: We strive (..) We seek (..)*

9) ☐ Translate Unique Selling Points in User Benefits
   *The Institute encourages employees to develop constantly
   *The Institute is known for its unique cordial atmosphere
   *Radboud University has a number of regulations that makes it possible for employees to create work-life a good balance.*

Advertising the vacancy

☐ Advertise as broadly as possible: distribute in email lists, possible candidates, your own network
Towards equality in science - Workshop for hiring and selection committees at the Science Faculty

- Make use of the top recruitment channels of RU for scientific staff: Academic transfer, RU website, LinkedIn

2. Making the right short list
- Discuss and define evaluation criteria in advance
- Based on the evaluation criteria, make a form which committee members can use to score the applicants on competences, skills and experience
- Avoid global evaluations and summary rankings
- Do not rank candidates until the final decision when you select the candidate
- Do a binary choice (yes/no) for whether candidates go to the next round: do not rank
- Carefully consider the letters of recommendation: be aware that letters for female candidates are usually shorter and contain more doubt raisers
- Consider asking the referee to write a letter which addresses certain questions

3. Managing the visit
- Provide a welcoming environment during the visit
- Appoint a host to set the proper tone
- Give information well ahead of time including schedule, expectations, etc.
- Ensure that all candidates meet a diverse set of people so that they are more likely to meet someone like them
- Make a list of questions that you would like all candidates to answer
- Do not announce a presentation given to the institute as “job talk”
- Agree on a global time schedule beforehand. Make sure that main aspects are prioritized. Plan in time for questions by the candidate.

The interview
- Use a form (competences, skills and experience) that is filled in by all committee members individually (prevent group think)
- Ask open questions
- Ask the same questions to all candidates
- Avoid personal questions
- Leave room for questions from the candidate
- Address possible doubts openly in the interview so that the candidate can respond to this

4. Choosing and attracting the candidate
- Use a form where all committee members can individually score each candidate on competences, skills and experience
- Create an open atmosphere where all committee members (irrespective of their position) can contribute to the discussion
- Stick to the agreed upon evaluation criteria

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1 https://www.radboudnet.nl/personeel/diversen/werving-selectie-onboarding/vm/top-10-wervingskanalen/
2 You do not want to “guess” the answer during the decision making process