



Guidelines for active recruitment ZUKOnnect (Track B)

What is active recruitment?

Active recruitment involves systematically researching and personally approaching potential candidates for a vacant position. This offers the opportunity to extend invitations to apply to a broader and more diverse group of potential candidates. Active recruitment benefits the young international researchers, as they learn about positions they would otherwise not have known about; it benefits the institution, as it can increase the excellence and also the diversity of the candidates, e.g. women and people with non-linear educational backgrounds or a self-critical assessment of their own qualifications; and it benefits also the recruiting persons, since their network can be enlarged by the approach.

What is the best approach for the search?

- Person: What criteria should the person meet? How can I avoid succumbing to bias?
- Contacts: Which of my contact persons can name candidates? Which networks, distributors, communities, universities exist in the target country?
- Requests: How many people do I want to contact? How many responses do I want to achieve? What are keywords for an online search?
- Restrictions: How do I find people with "unusual" career paths? Are there restrictions in the target country, e.g. lack of structures to do a PhD?

How do I best approach a person?

- Research the most important information about the person
- Avoid impersonal standard phrases and mass messages
- Do not raise expectations for getting the position!

Where can I search?

- Ask your peers and collaborators worldwide
- Use professional social media platforms like [ResearchGate](#) and [LinkedIn](#)
- Search on [Google Scholar](#), and [ResearchGate](#) or [Academia.edu](#) for publications and research projects
- Search on local science networks in the target country, e.g. [CONICET](#) in Argentina, [CLASCO](#), [FLASCO](#) and [LASA](#) for Latin America, [AAU](#) for Africa, seven [IISER](#) in India
- Use abstract booklets and lists of participants from professional conferences, summer schools, webinars, workshops
- Ask local speakers at conferences taking place in Africa, Asia and Latin America
- Search for science blogs and podcasts
- Use your own contacts and groups – but be aware that there might be restrictions to use private social media channels to recruit candidates due to data privacy.

How can I shape the search process gender- und diversity sensitive?

In some countries, women and people with disabilities or other impairments have more limited access to education and higher education and receive less support. Search specifically for people with an "unusual" career path, e.g. by looking at academic age instead of life age, see the potential behind the "facts & figures", and consider the conditions under which the performance was achieved. Be aware that several countries have limited opportunities for academic qualification or research, such as no master's programmes or no formal right to doctorate (see <https://www.daad.de/de/laenderinformationen/>).