



UNIVERSITY *of* WASHINGTON
OFFICE FOR FACULTY ADVANCEMENT

How to Use the Candidate Resources Template

As a best practice, all finalists for faculty positions should be provided a list of useful university and community resources before arriving for the on-campus interview, and all finalists should be invited to identify any offices, centers, or programs they are especially interested in visiting while here.

The Candidate Resources template is designed to provide job candidates information about the University of Washington's broad commitments to diversity and inclusion, as well as information relevant to the candidate's specific interests and needs.

- The template provides three sections for departments or colleges/schools to customize: Department Resources, College/School Resources, and Community Resources.
- The customized document will likely run one or two pages in length.
- In the customized sections, choose resources that are likely to be relevant to the finalists you invite to campus.
- Off-campus Community Resources will be more pertinent for some fields and specific positions than for others.
- For example, resources such as potential community allies, off-campus research centers, local industry partners, or local advocacy groups may be especially important to some candidates.

If you send your customized document to candidates electronically, you will want to include URL links for resources, where they are available.

The full list of diversity-related resources across campus should be made available to all finalists for all positions.