

“Best Practices” for Grad Recruiting and Retention

Recruiting (Be attentive to prospective students)

- Get the best applicant pool
 - Ask for prospective student names and recruitment ideas from our Recruitment Coordinator (contact Stephanie Thomas, stepht@uidaho.edu)
 - Develop and foster relationships with colleagues at other institutions here and abroad so that you can share names of potential students
 - Recruit your own undergrads (when appropriate)
 - Have grad specific info on your web page, separate from undergrad
- Convert inquiries to applicants
 - Respond to all inquiries within one business day using phone calls, emails, and/or letters
 - Get inquiries to apply by the desired date for priority admission and funding consideration
 - Engage all faculty in the recruitment effort
- Convert applicants to enrolled students
 - Make admission decisions quickly and early (contact Graduate Admissions if you have any questions 885-4001)
 - Make financial award offers quickly and early (TAs, RAs, in-state fee waivers, out-of-state waivers, diversity awards)
 - Use follow-up phone calls from major profs, grad students, dept chair, and/or staff to recruit and to build personal relationships
 - Encourage visits to campus, and if possible, assist in funding student visits. Provide info for living in Moscow and describe quality of life and outdoor recreation opportunities
 - Encourage students to register by late spring/early summer
- Recruit diverse students
 - Contact students from national data bases (contact Stephanie Thomas, stepht@uidaho.edu)
 - McNair Students
 - National Name Exchange Students
 - National Conference for Undergraduate Research
 - National Society for Black Engineers (NSBE)
 - Vietnam Exchange Fund Students (partially funded students)
 - Spend extra time and attention on diverse students. For example, let Native American Students know about our Native American Center and suggest that they contact the staff at [NASC](#)
- Recruit international students
 - Use new IPO brochure. Hard copies are available at IPO and COGS
 - Encourage international students to contact IPO
 - Be the first program to offer admission and funding, and the students will be most likely to get their Visa for the U-Idaho

Retention and Completion of Degree

- Conduct annual one-on-one evaluations and periodic check-ins with each student
- Help them plan, organize and schedule their research and then hold them accountable.
- Share the department grad student hand book or develop an up-to-date handbook
- Develop and host an effective department or college orientation program
- Help them scaffold the writing process chapter by chapter and encourage publications and presentations
- Encourage “manuscripts in lieu of thesis”
- Encourage the formation of dissertation writing groups, when appropriate
- Tell students about our [Writing Center TA](#) and our [Thesis/Dissertation Reviewer](#) who can help them with their final document
- Encourage involvement in grad professional development seminars such as:
 - Tips for Writing Theses and Dissertations
 - Responsible Conduct of Research