

## Recruit at Home Tips and Best Practices

Carefully read the program travel policy which contains details about reimbursement, along with outlined program expectations before agreeing to recruit.

**Recruit at Home trips should take place during September and October** to reach prospective student audiences in enough time to apply for graduate admission and campus visitation opportunities (travel grants, SROP, etc.).

**Trips over the Thanksgiving holiday will not be approved.** Turn out is usually not great and graduating seniors will have an extremely short turnaround time to prepare applications for admission if they previously had not planned to apply. **The application deadline for Ph.D. and master's admission are December 15 and January 15 respectively.**

Unless you've already bought a plane ticket because you already had plans to return home, **It is not** recommended that you finalize travel plans unless you have made contact and confirmed a date with someone at that the institution to recruit. In other words, unless you have a confirmed presentation or information session, do not book your flight.

A table in a "high traffic area" or a set-up in a room for walk-in inquires **is not acceptable as the only** form of recruiting. If you would like to do this **in addition to** a planned information session or presentation, this is fine.

Over the years, meetings with student societies (i.e. Tau Beta Pi, SWE, discipline specific societies, etc.) tend to have the better turnouts for Recruit at Home information sessions. We also recommend connecting with one of your former professors to present to a class of undergraduate students.

Confirm that the semester has started and that classes will actually be in session on the day of your planned presentation. Make sure students will be on campus when looking at the day(s) of your recruitment event. For example, is there a fall break or federal holiday planned where students may not be on campus? Please avoid those days for planning your event.

Ph.D. students will need to discuss plans to recruit with their faculty advisor prior to confirming trip details with the home institution. We truly value your time in helping CoE to recruit, but **we support your success as students first!** If travelling will be detrimental to your current course load or research schedule this semester, we recommend you participate at another time.