

# Administrative Support Positions – Outreach Checklist

*(includes position titles such as Administrative Support Coordinator, Administrative Assistant, etc.)*

Pro-active outreach is a key method for increasing the overall quality and breadth of your applicant pool and also of increasing the diversity of your applicant pool. Below is a checklist of outreach activities that hiring authorities should use as they launch the search process.

## POSTING THE POSITION

- ✓ The Department of Academic Personnel Services and Human Resources will automatically post your position announcement on the following websites/social networks:
  - CalJobs ([www.caljobs.ca.gov](http://www.caljobs.ca.gov))
  - Craigslist Humboldt ([www.humboldt.craigslist.org](http://www.humboldt.craigslist.org))
  - CSU Careers ([www.csucareers.calstate.edu](http://www.csucareers.calstate.edu))
  - DiverseJobs ([www.diversejobs.net](http://www.diversejobs.net))
  - Higher Ed Jobs ([www.higheredjobs.com](http://www.higheredjobs.com))
  - NorCal Higher Education Recruitment Consortium (HERC) ([www.hercjobs.org/northern\\_california](http://www.hercjobs.org/northern_california))
- ✓ For Clerical Support Positions, hiring authorities are not required to select additional outreach venues. However, you might want to consider posting the position in one or two additional locations/networks that will broaden the regional scope of the applicant pool (such as Craigslist Bay Area, Sacramento, or Portland).
- ✓ At your request, Human Resources will post any online position announcements for you. Hiring authorities are responsible for conducting additional listserve, social network, or email outreach. Lists of possible outreach venues and field-specific professional associations are provided on the Human Resources website ([www.humboldt.edu/hsuhr](http://www.humboldt.edu/hsuhr)).

## ADDITIONAL OUTREACH METHODS

- ✓ Let your professional networks (and former students) know about the open position, via email, listserves and social networks (Facebook, LinkedIn, Twitter, etc.).
- ✓ Contact former students, or colleagues at other institutions, and ask for their help in identifying potential candidates for the position.