

Administrator Positions – Outreach Checklist

(includes position titles such as Dean, Director, Manager/MPP, Vice President, 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)
 - Craigslist Humboldt (www.humboldt.craigslist.org)
 - CSU Careers (www.csucareers.calstate.edu)
 - DiverseJobs (www.diversejobs.net)
 - Higher Ed Jobs (www.higheredjobs.com)
 - NorCal Higher Education Recruitment Consortium (HERC) (www.hercjobs.org/northern_california)
- ✓ For Administrator Positions, hiring authorities should select at least three additional outreach venues, which are either diversity-focused or field-specific (professional association), or a combination of both. In addition, select at least one outreach resource that is both broad and national in scope (such as The Chronicle of Higher Education or Inside Higher Education), as well as one regional outreach resource (such as Craigslist Bay Area, Seattle, Portland).
- ✓ At your request, Human Resources will post any online position announcements for you. Hiring authorities are responsible for conducting additional listserv, 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/huhr).

ADDITIONAL OUTREACH METHODS

- ✓ Let your professional networks know about the open position, via email listserves and social networks (Facebook, LinkedIn, Twitter, etc.).
- ✓ Review the professional associations affiliated with your field. Consider posting on their job boards, utilizing resume banks to recruit candidates, or networking about the job via their social networking sites or conferences.
- ✓ Contact colleagues at other institutions and ask for their help in identifying potential candidates for the position.
- ✓ As relevant, use the field-/position-specific resources provided on the Human Resources website to identify regional or national listserves that can broaden the diversity and reach of your search. For example, if you are hiring for an administrator position in Student Affairs, you might consider joining one or more identity-based [NASPA “Knowledge Communities”](#) in order to post the position to their listserves or social networking sites.
- ✓ Identify conferences of professional associations in your field that would provide opportunities for networking with potential candidates in your discipline, especially the conferences (or caucus sessions within those larger conferences) that might provide access to potential candidates from underrepresented groups.