

# Paraprofessional Positions – Outreach Checklist

*(includes position titles such as Accounting Clerk, Graphics Specialist, Instructional Support positions, 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 Paraprofessional Positions, hiring authorities should select at least two additional outreach venues. At least one of these should be field-specific (professional association); the second should be diversity-focused, or intended to broaden the regional scope of the applicant pool (such as Craigslist Bay Area, Sacramento, Portland), as relevant to the position.
- ✓ 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/huhr](http://www.humboldt.edu/huhr)).

## ADDITIONAL OUTREACH

- ✓ 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 their resume banks to recruit candidates, or networking about the job via their social networking sites. A few potential associations are included in the outreach resources on the Human Resources website.
- ✓ Contact colleagues at other institutions and ask for their help in identifying potential candidates for the position.