

Administrative Support Positions – Outreach Checklist

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

Proactive outreach is a key method for increasing the overall quality, breadth and 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 Human Resources will automatically post your position announcement on the following websites/social networks:

- CalJobs (www.caljobs.ca.gov)
- CSU Careers (www.csucareers.calstate.edu)
- Handshake
- Higher Ed Jobs (www.higheredjobs.com)
- HSU Employment Opportunity Job Board
- HSU Human Resources Facebook Page
- HSU Human Resources LinkedIn Page
- NorCAN

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 listserv, social network, or email outreach.

ADDITIONAL OUTREACH METHODS

Let your professional networks (and former students) know about the open position via email, listservs, 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.