

# Health Care Positions – Outreach Checklist

*(includes position titles such as Nurse Practitioner, Physician, Radiology Tech, Registered Nurse, 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](http://www.caljobs.ca.gov))
- CSU Careers ([www.csucareers.calstate.edu](http://www.csucareers.calstate.edu))
- Handshake
- Higher Ed Jobs ([www.higheredjobs.com](http://www.higheredjobs.com))
- HSU Employment Opportunity Job Board
- HSU Human Resources Facebook Page
- HSU Human Resources LinkedIn Page
- NorCAN

For Health Care Positions, hiring authorities should select at least two additional outreach venues. At least one of these should be diversity-focused (DiverseEducation.com) or field-specific (professional association); the second should be diversity-focused, field-specific (professional association), or intended to broaden the national or regional scope of the applicant pool (such as The Chronicle of Higher Education or Craigslist Bay Area, Seattle, 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 listserv, social network, or email outreach.

## **ADDITIONAL OUTREACH METHODS**

Let your professional networks know about the open position, via email listservs 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 or conferences.

Send position announcement to reputable departments/universities specializing in this field, with a request that they circulate it among their alumni and networks.

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.