

# Administrator Positions – Outreach Checklist

*(includes position titles such as Dean, Director, Manager/MPP, Vice President, 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 Administrator Positions, hiring authorities should select at least three additional outreach venues, which are either diversity-focused (DiverseEducation.com) 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), 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.

## **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 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.

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.