



HUMAN RESOURCES
TEXAS A&M UNIVERSITY

Recruiting for Diversity



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Topics

- Increasing diversity in the hiring process
 - Diversity language in postings
 - Outreach posting sources
- Reviewing applicant pool diversity
 - EEO reports in PATH
- Resources on HR website
- Recruiting discussion
- Headhunting Ideas

Increasing Diversity Throughout the Hiring Process

- Wording that emphasizes diversity in your Position Description/Posting
- Advertising/Networking/Job Fairs to reach diverse candidates
- Building a diverse hiring committee
- Interviewing for diversity experience, philosophy, initiatives



Communicating Diversity Expectations

Start with the Position Description

- Seek diversity skills/experience related to job
- Give diversity expectations related to job duties

Add to the Posting

- Add diversity statements in the Summary section of the posting



See Handout with
Examples

All Postings Include EEO Statement

The Texas A&M System is an Equal Opportunity/Affirmative Action/Veterans/Disability Employer committed to diversity.

The screenshot displays the 'Job Path' section of the Texas A&M University website. At the top, a banner features the text 'Job Path' in large, bold letters, with 'Your path starts here for a great career!' below it. A navigation menu includes links for HOME, HUMAN RESOURCES, CAMPUS, COMMUNITY, and DIVERSITY. A large red arrow points from the 'DIVERSITY' link to a search sidebar on the right. The sidebar contains links for Home, Search Jobs, Create Account, Login, and Help. Below these are two search filters: 'SEARCH BY JOB TYPE' and 'SEARCH BY SYSTEM MEMBER', each with a 'Please select' dropdown menu. A prominent 'SEARCH APPLY Jobs' button is also visible. At the bottom of the sidebar is the Texas A&M University System logo. The main content area shows a large image of a student with a bicycle and the text 'Texas A&M University Commerce'. Below this are two video thumbnails: one titled 'It's the Students' - Texas A&M University' and another titled 'Texas A&M University-Commerce' with the website addresses www.tai and /ce.edu.

Diversity Resources Links

LEARN MORE about the universities participating in *Job Path* by [clicking the buttons below.](#)

University Campus/ Location	HR Homepage	Our Campus	Our Community	Diversity on Campus	Employee Training	Employee Discount Program	New Employee Orientation	Prospective Employee	Safety & Security Notices
COLLEGE STATION	Go >>	Go >>	Go >>	Go >>	Go >>	Go >>	Go >>	Go >>	Go >>

Diversity Resources

Search this site...



Human Resources > Resources > Diversity Resources

- [University President's Memo](#)
- [Affirmative Action Plan](#)
- [University Diversity Plan](#)
- [Office of the Vice President and Associate Provost for Diversity](#)
- [Employee Diversity Training](#)
- [Increasing Diversity in the Hiring Process](#)

- Job Seekers
- Employees
- Managers
- HR Liaisons
- Retirees
- Find Help
- Annual Benefit Enrollment (July)

Outreach Posting Sources



HERC HOME

JOB SEARCH

- All Postings automatically listed on:
 - Texas Workforce Commission
 - System Job Board
 - Higher Education Recruitment Consortium (HERC)
 - VetReady, Hero2Hired
 - HigherEdJobs.com
 - RecruitMilitary.com
 - GettingHired.com (focuses on disability hiring)
- Postings with an annual placement goal are listed with WorkplaceDiversity.com
 - Departments may also request placement of posting on this site



Reviewing Applicant Pool Diversity

- Affirmative Action Placement Goals for female/minority % in applicant pools
- Updated in PATH annually based on prior calendar year's workforce data compared with availability
- For 2014, changes in job groups and data used for availability



How to Access Demographic Information for your Posting

- Login to PATH via SSO
- View the Posting in Hiring Supervisor Role

The screenshot shows the PATH (Portal Access for Total HR) interface. The user is logged in as Elizabeth Schwartz. The role 'Hiring Supervisor' is selected in a dropdown menu, which is circled in red. The page displays search filters for Staff Postings, including a search bar, 'Add Column' dropdown, 'Posted Date' filters, 'Geographic Location', 'Posting Number', and 'System Member' (Texas A&M University (TAMU)). A 'Create New Posting' button is visible in the top right.

Posting Details – Examples of Goals

Posting Detail Information

Job Category/EEO Code	6-Skilled Craft
Annual Placement Goals for Applicant Pools	TAMU-Female 6.9%, Minority 31%

Posting Detail Information

Job Category/EEO Code	6-Skilled Craft
Annual Placement Goals for Applicant Pools	TAMU-Minority 32.8%

Hiring Supervisor

Postings / Staff / Office Associate :e (On Hold/Can Add Documentation) / Reports


Posting: Office Associate (Staff)
Current Status: On Hold/Can Add Documentation

Position Type : **Staff** | Created by:
Department: | Owner: **HR Liaison**

[★ See how Posting looks to Applicant](#)
[Print Preview \(Applicant View\)](#)
[Print Preview](#)

[Summary](#) | [History](#) | [Applicants](#) | **Reports** | [Associated Position Description](#)

- Applicant List Report
- Applicants In Progress Report
- EEO Report
- Departmental EEO Report



View Report or Export to Excel

All Applicants

Gender	Hispanic / Latino	American Indian Or Alaska Native	Asian	Black Or African American	Native Hawaiian Or Other Pacific Islander	White	Two Or More Races	Not Disclosed	Total
Female	0	0	0	0	0	12	0	0	12
Male	0	0	0	0	0	3	0	0	3
No Answer	0	0	0	0	0	1	0	11	12
Total	0	0	0	0	0	16	0	11	27



Under Review by Dept/Committee Applicants

All Applicants										
Gender	Hispanic / Latino	Gender	Hispanic / American	Asian	Black Or	Native Ha	White	Two Or M	Not Discl	Total
Female	0	Female	0	0	0	0	12	0	0	12
Male	0	Male	0	0	0	0	3	0	0	3
No Answer	0	No Answer	0	0	0	0	1	0	11	12
Total	0	Total	0	0	0	0	16	0	11	27
Under Review by Dept/Committee Applicants										
Gender	Hispanic / American	Asian	Black Or	Native Ha	White	Two Or M	Not Discl	Total		
Female	0	0	0	0	11	0	0	11		
Male	0	0	0	0	3	0	0	3		
No Answer	0	0	0	0	1	0	10	11		
Total	0	0	0	0	15	0	10	25		

Resources on HR Website

<http://employees.tamu.edu/managers/>

Preparing to Hire

- [Posting](#)
- [PATH \(Portal Access for Total HR\)](#)
- [Advertising](#)
- [Increasing Diversity](#) 
- [Affirmative Action Program](#)
- [Hiring Supervisor's Workbook](#) 
- [Hiring Matrix](#)
- [Interview Resources](#)
- [Reference Checks](#) 
- [Hiring Process Compliance Checklist](#) 
- [Sample Offer Letters](#)
- [Application for Certification of Age](#) 
- [Selective Service Registration](#) 
- [Background Checks](#)
- [Records Retention Checklist](#) 
- [Search Committee Guide](#) 
- [Departmental Compliance with Hiring Process](#) 
- [Assessing Applicants](#) 



Discussion Topic

- What creative recruiting ideas are you using?
(Discuss at your table for 3-4 minutes)



Headhunting - Thinking Outside the Box

- An active process of seeking, contacting, and attracting qualified applicants to apply for vacant positions.
- This process involves understanding the needs of the position in terms of qualifications, the needs of the organization in terms of values, identifying specific individuals that are likely to be a good fit, making personal contact with these individuals, and helping them navigate the application process.
- The goal: Improve the quality and diversity of the applicant pool.

Questions?

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