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.
LEARN MORE about the universities participating in *Job Path* by clicking the buttons below.

<table>
<thead>
<tr>
<th>University Campus/Location</th>
<th>HR Homepage</th>
<th>Our Campus</th>
<th>Our Community</th>
<th>Diversity on Campus</th>
<th>Employee Training</th>
<th>Employee Discount Program</th>
<th>New Employee Orientation</th>
<th>Prospective Employee</th>
<th>Safety &amp; Security Notices</th>
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<tr>
<td>COLLEGE STATION</td>
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<td>Go</td>
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</tbody>
</table>

**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

• 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
Posting Details – Examples of Goals

<table>
<thead>
<tr>
<th>Posting Detail Information</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Job Category/EEO Code</strong></td>
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<tr>
<td><strong>Annual Placement Goals for Applicant Pools</strong></td>
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Hiring Supervisor

Posting: Office Associate
Current Status: On Hold/Can Add Documentation
Position Type: Staff
Department:
Created by: HR Liaison
Owner:

Reports:
- Applicant List Report
- Applicants In Process Report
- EEO Report
- Departmental EEO Report

See how Posting looks to Applicant
Print Preview (Applicant View)
Print Preview
### All Applicants

<table>
<thead>
<tr>
<th>Gender</th>
<th>Hispanic / Latino</th>
<th>American Indian Or Alaska Native</th>
<th>Asian</th>
<th>Black Or African American</th>
<th>Native Hawaiian Or Other Pacific Islander</th>
<th>White</th>
<th>Two Or More Races</th>
<th>Not Disclosed</th>
<th>Total</th>
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### Under Review by Dept/Committee Applicants

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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)
• 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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