

North Dakota State University

Policy Manual

SECTION 200

RECRUITMENT FOR PROFESSIONAL STAFF POSITIONS (Banded 1000 and 3000 positions)

SOURCE: NDSU President

1. Recruitment Areas

- 1.1 *Full-time* 1000-level professional positions require a *national search*.
- 1.2 Full-time 3000 level professional positions require at least a regional search (a wider search is always an option, if the hiring official wishes.)
- 1.3 Part-time positions in these job bands require only a local search.

2. Recruitment Methods

- 2.1 Recruitment is a critical function for an effective equal opportunity/affirmative action employment program because increased diversity in the applicant pool is essential in order to increase the diversity of people actually employed. With this objective in mind, some potentially fruitful recruitment channels include:
 - 2.1.1 Advertisements in appropriate professional journals, web sites and job registries and/or in *The Chronicle of Higher Education*. Publications which solicit advertisements on the basis of direct circulation to people from traditionally under-represented groups are generally not a required method for recruiting; however, if applicant pools consistently lack diversity, a publication such as *Affirmative Action Register* should be considered.
 - 2.1.2 Regional or national meetings of professional organizations and associations; caucuses for women and for people from traditionally under-represented groups associated with professional groups are especially helpful and important.
 - 2.1.3 College/University academic departments and placement offices especially at institutions where the student body is composed primarily of women or people from traditionally under-represented racial/ethnic groups.
 - 2.1.4 Industries, government, independent research institutions, etc., where people from traditionally under-represented racial/ethnic groups or women are professionally engaged.
 - 2.1.5 Directories (usually published annually) of graduates from traditionally under-represented groups.

NOTE: Responsibility for recruitment for professional staff positions is shared jointly by the hiring department and the Office of Human Resources/Payroll. Advertisements in *The Chronicle of Higher Education* or in professional publications and position announcement mailings are usually done by the hiring department. **Only** advertisements in selected regional newspapers and notices to the NDSU Career

Center office and selected agencies for affirmative action purposes are handled by the Office of Human Resources/Payroll.

All recruitment information should include one of the following statements:

- North Dakota State University is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, age, disability or veteran status; or
- NDSU is an EEO/AA-M/F/Vet/Disability Employer.

The following additional language may be added to either option above:

- Women & traditionally underrepresented groups are encouraged to apply.

HISTORY:

New	July 1990
Amended	November 1995
Amended	April 1996
Amended	October 1999
Amended	October 2007
Amended	December 27, 2010
Housekeeping	October 17, 2012
Amended	December 10, 2014