

**FACULTY SEARCH PROCEDURES**

**HANDBOOK**

**UNIVERSITY OF CINCINNATI**

Revised October 2007

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## PURPOSE

The *Faculty Search Procedures Handbook* has been prepared to assist university faculty with the search procedures for recruiting outstanding and diverse faculty. It should serve as a guide for all individuals involved with the recruitment and retention of university faculty and for those responsible for the administration of the hiring process. The University of Cincinnati is committed to the use of affirmative action measures consistent with applicable laws that ensure an environment of equal employment opportunity for all applicants and employees.

The University of Cincinnati affirms its commitment to providing an environment that is conducive to the personal and professional development of each individual in the areas of teaching, learning, research, and service. All members of the university community are responsible for helping to create and maintain an atmosphere that values and nurtures collegiality, diversity, pluralism, and the uniqueness of the individual.

Some colleges and departments may have specific programmatic needs essential to the search process. Such needs and accompanying search practices should be used in tandem with this document insofar as such practices are not in conflict with university policies and guidelines outlined in this Handbook.

# **PROCEDURES FOR FILLING FACULTY POSITIONS**

## ***General Statement and Purpose***

Searches for all faculty positions should be conducted with the goal of finding the best person within the framework of the university's commitment to equal employment opportunity. Every effort shall be made to ensure a diverse applicant pool, including but not limited to, contacts with other institutions, organizations, publications, and/or individuals who are in a position to assist in attracting highly qualified applicants. Recruitment efforts will include advertising in publications geared to attracting culturally diverse candidates and using appropriate resume banks, websites and other media.

## ***Preparing the Online Requisition Form***

The online requisition form should be completed by the hiring manager and forwarded for appropriate review and approval by the dean and provost. The authorization to proceed will stipulate rank and salary range for the position. Any special situations or procedures that might apply will also be identified at the time of authorization.

All positions must be processed through PeopleAdmin. There are no exceptions. For assistance contact the Human Resources Service Center, 556-3702 or online at [www.jobsatuc.com](http://www.jobsatuc.com).

## ***The Search Committee***

### ***Forming the Committee***

Once the online requisition form has been approved, the department head should form a search committee, according to departmentally established procedures. The size of the committee may vary and often depends on the position scope, departmental procedures, and the nature of the search itself. Generally, a good size for a search committee is four to six members. Committee members should be individuals who understand the requirements of the position and who are committed to the mission and goals of the department and the university. Every reasonable effort should be made to form a committee that represents the diversity of the university community by including members from minority groups, both genders, veterans, and the disabled in order to provide a variety of perspectives as well as to ensure awareness of affirmative action issues. When appropriate, representatives from related units, departments or academic disciplines, or from administrative, human resources, or other relevant offices may be invited to participate on the committee.

A committee chairperson should be appointed/elected to coordinate the committee's activities

and act as a liaison between the committee and the department head. In many departments, it is the responsibility of the department head to appoint the search committee chair and oversee the search.

The Office of Equal Opportunity serves as advisor to the committee and should be included in its first meeting to provide guidance on compliance and recruitment and subsequent meetings as appropriate.

### *The Role of the Search Committee*

The role of a search committee is to oversee the recruitment and hiring process to ensure that a complete and fair search is conducted, and that the most qualified candidate is chosen. It is the responsibility of the search committee to make sure the services listed below are carried out. Each person on the committee is responsible for its success.

### *Search Committee Chair Responsibilities*

- ensures that the search process is followed
- ensures that the position announcement is developed
- plans/conducts committee meetings
- ensures that committee members evaluate candidates (in writing) against agreed-upon criteria
- serves as the search committee's liaison to the department head
- presents committee recommendation to department head
- ensures that accurate documentation of the search process is kept
- communicates with candidates and finalists on behalf of the university
- documents that good faith efforts have been made to develop a diverse pool of candidates

### *Search Committee Members Responsibilities*

- identify recruitment sources to ensure diversity in the applicant pool
- become familiar with the job qualifications
- devise evaluation criteria and formulate those criteria in writing
- devise operating procedures such as voting
- review resumes of applicants for minimum qualifications
- identify and screen candidates
- coordinate and arrange interviews
- interview candidates
- make hiring recommendations

### *Dean/Department Head Responsibilities*

- represents the hiring department and may appoint the search committee chair
- reviews the search for conformity with university policies and practices, conducts an independent review of the search, and forwards all relevant materials to the appropriate approving authority and/or dean
- may be responsible for supervising the appointment of the approved candidate
- communicates to the search committee chair and committee members the need to evaluate candidates in a non-discriminatory manner and to maintain confidentiality to the extent permitted by law

### *Office of Equal Opportunity*

- acts as advisor to the committee
- shall be included in the initial planning meeting of the search committee and subsequent meetings for positions underutilized
- is available to assist throughout the entire search process
- review the recruitment and shares approval of the final selection

### *Establishing a Time Line*

In order for the activities of the search committee to take place in a timely fashion, it is important for the committee to establish timelines and deadlines, especially for the following activities:

- publication of the advertisement, including the deadline for receiving applications (recommended)
- when the committee will begin reviewing applications
- when the first screening will be made
- when interviews will take place
- when the final recommendation(s) will be made

### *Confidentiality*

Search committee members should consider and discuss the issue of confidentiality, including the need to protect the integrity and candor of member-to-member discussions as well as the identity of candidates. Each member of the search committee assumes the responsibility to limit discussion of candidates to those persons within the institution from whom it is appropriate to seek input or who otherwise have a need to know, and to those persons outside of the institution who serve formally or informally as references or recruiting sources. No search committee member may contact an applicant individually without approval of the search committee chairperson.

### *The Position Description*

The position description initiates the recruitment process. It should outline the position to be filled, including primary and secondary duties, and should list the qualifications that candidates must possess.

A specific and concrete position description is beneficial in several ways. It leads the department:

- to focus on exactly what it desires in a candidate
- to articulate its expectations
- to provide guidelines by which candidates will be evaluated
- to encourage self-selection among potential candidates by permitting them to screen themselves from consideration

The position description should be reviewed by the dean and/or the Office of Equal Opportunity to ensure that it is not so specific as to eliminate otherwise qualified persons from consideration and that every criterion is related to the actual needs of the position. A well-conceived and well-written position announcement will assist the search committee at the interview stage by providing the criteria on which interview questions are based.

Position descriptions may vary, but those for faculty positions should include the following:

- name or title of position
- specific duties for which the person will be responsible
- educational requirements and experience
- other relevant credentials
- area(s) of specialization
- deadline for receipt of application (setting some deadline is recommended, but it should not be so short as to limit the number of applications)
- request for letter of interest
- request for curriculum vitae
- request for references
- name, address, telephone number, fax, and email of the contact person at the university
- a statement such as: **“The University of Cincinnati is an affirmative action/equal opportunity employer. Women, minorities, disabled persons, and Vietnam Era and disabled veterans are encouraged to apply” (mandatory)**

### ***Contacting the Office of Equal Opportunity***

The search committee shall contact the Office of Equal Opportunity for advice and guidance, and to discuss positions that are underutilized. If a position is underutilized, efforts to address underutilization shall become part of the search committee’s recruitment/advertising plan. To obtain information and guidance on conducting diverse recruitment, a representative from the Office of Equal Opportunity shall be invited to meet with the search committee at the beginning of the search process.

### ***The Search***

Advertising shall be organized by the search committee and coordinated with the college office. It is expected that all searches for tenure track positions will be conducted on a national level. Federal requirements for affirmative action obligate a search committee to make a “good faith effort” to develop a talent pool reflecting the availability of minorities and women in the labor force. The search committee must advertise the position in a manner that will bring it to the attention of underrepresented groups.

The committee may want to create a checklist of items to be received from candidates so that an individual whose application is incomplete may be notified regarding missing documentation. The selection criteria and screening procedures should also be determined at this point and not after materials from the candidates arrive. The committee should clearly understand and endorse the qualifications expected of candidates and the standards for judging the applicants.

Advertising in diverse publications and contacting a variety of professional organizations may enlarge the pool of applicants and will convey the department’s commitment to equal employment opportunity. Some suggestions for casting the net broadly include the following:

- solicit suggestions from a variety of faculty
- contact potential applicants directly to inform them of vacancies or anticipated vacancies and to invite their applications
- contact members of your professional and scholarly organizations and associations via letter, phone call, e-mail, and/or personal meetings to request information and recommendations
- solicit applications at regional or national conferences (when accepting applications at conferences, all qualified candidates must apply online at [www.jobsatuc.com](http://www.jobsatuc.com))
- contact professionals at independent research institutions, government agencies, private industry, or foundations, and ask them for recommendations
- send copies of the position announcement to other universities, including those with diverse enrollments
- utilize public data banks and websites of minority/female organizations.

All candidates must apply online at [www.jobsatuc.com](http://www.jobsatuc.com)

### ***Employment Eligibility/Permanent Resident Petitions***

**Because it is difficult to predetermine when a work visa or a permanent resident petition will apply, all searches should follow these guidelines. These guidelines were established for those individuals who need a work visa or for whom you wish to sponsor for a resident alien card (green card). A permanent resident is someone who is granted permission to live and work in the United States indefinitely.**

The UC International Services area is responsible for processing work visas and for managing the University of Cincinnati's compliance with the Department of Labor's new Program Electronic Review Management System (PERM) for international employees filing permanent resident petitions. International Services will be filing employment petitions and labor certifications for faculty and international workers who qualify for outstanding professor/researcher status. The following highlights some of the key advertising requirements that are now in effect:

In order to file a labor certification for a faculty member the position must have been advertised in print form in a national journal or publication. **Electronic advertisements do not qualify for labor certification.** Please keep this in mind when advertising for vacant faculty positions. In addition, the labor certification must be filed within 8 months of the date of the original offer to the candidate. International faculty should be instructed to consult with UC International Services about the Labor Certification process immediately after being hired.

Department of Labor requirements for ad content specify that the following be included in each ad:

- Name of employer (University of Cincinnati)
- Geographic area of employment (Cincinnati, Ohio)
- A full description of the job duties

Salary indication is optional.

For further information about the work visas and the permanent resident process please refer to the UC International Services web site at [www.issu.uc.edu](http://www.issu.uc.edu).

### ***Reviewing Applications***

The search committee is responsible for screening applications based on the advertised qualifications. Applicants who do not meet the minimum qualifications as stated in the position announcement should be notified by letter as soon as possible. This notification may be sent by utilizing the e-mail communication process in PeopleAdmin.

The search committee should evaluate the applications utilizing the previously agreed-upon criteria and screening procedures. Each search committee member may make written comments for every applicant. This will allow the committee to determine which candidates are to be interviewed and will also save time if it becomes necessary to return to the applicant pool at a later date. Search committee members are to be advised that all written comments become part of a file that may later become public.

### *Interviewing Candidates*

From the list of candidates who meet the minimum qualifications, the search committee should select those individuals to be interviewed and invited for on-campus visits. (Screening interviews off campus, at meetings or conferences are permissible at the committee's discretion.) Visits should be scheduled at the earliest possible time after the application deadline date and should not be limited to only one candidate. Good faith efforts allow satisfactory opportunity for women, minorities, disabled persons, and Vietnam Era and disabled veterans to be a part of the applicant pool.

The search committee should develop a list of core interview questions based only on position-related criteria. The same questions should be asked of all candidates, which will allow comparative judgments while ensuring that crucial position-related information is obtained. The committee may find it helpful to print the questions on a form with space below to record the candidate's responses and the interviewer's reactions.

Search committee members and other individuals involved in interviewing candidates need to concentrate on position-related questions and must avoid inquiries with a discriminatory implication. Occasionally during an interview applicants may volunteer non-job-related information with regard to religion, sex, marital status, national origin, age, etc., that could potentially be used to discriminate against the candidate (for example, the applicant who talks about children or child care). Even though you did not ask for the information, you may still be charged with discrimination if a question arises subsequently about how this information was used. Should an applicant volunteer information that does not relate to the position, you should handle the situation in the following manner:

- do not under any circumstances write down the information.
- do not ask follow-up questions or make statements to continue in the area of discussion.
- refer the applicant to sources that may answer his or her questions about non-job-related information
- return the discussion to position issues
- do not consider the revealed information in evaluating the applicant's candidacy

For most faculty searches, the interview is one aspect of the recruitment process. Equally important is the on-campus visit. Departments might want to consider having candidates teach a class, present a seminar, deliver a lecture, meet with students, etc. It is important that the same itinerary be followed for all candidates brought to campus for interviews.

Upon completion of the interviews and campus visits, the search committee should meet to review the merits of each individual, prepare summations, and make the recommendation(s) to the department head, dean, and provost.

## Interviewing Guidelines

Source: Ohio Civil Rights Commission

<b>INQUIRIES BEFORE HIRING</b>	<b>LAWFUL</b>	<b>**UNLAWFUL</b>
<b>1. NAME</b>	Name	Inquiry into any title indicating race, color, religion, national origin, disability, age or ancestry.
<b>2. ADDRESS</b>		Inquiry into foreign addresses indicating national origin.
<b>3. AGE</b>	Inquiry to establish an applicant meets minimum requirement, i.e. "Are you 18 or over?"	Requiring birth certificate or baptismal record before hiring. Any inquiry that may reveal if an applicant is at least 40 & less than 70 years of age.
<b>4. BIRTHPLACE OR NATIONAL ORIGIN</b>		Any inquiry into place of birth; place of birth of parents, grandparents or spouse; or any other inquiry into national origin.
<b>5. RACE OR COLOR</b>		Any inquiry that would indicate race or color.
<b>6. SEX</b>		Any inquiry which would indicate sex. Any inquiry made of one sex & not the other.
<b>7. RELIGION-CREED</b>		Any inquiry which would identify religious denomination or custom. Applicant may not be told religious identity or preference of employer.
<b>8. DISABILITY</b>	Inquiries needed to determine if applicant can perform essential functions.	Any inquiry which would reveal disability.
<b>9. EMPLOYMENT ELIGIBILITY</b>	Whether a person is eligible to work in the United States.	If native-born or naturalized. Proof of citizenship before hiring. Whether parents or spouse are native-born or naturalized.
<b>10. PHOTOGRAPHS</b>	May require after hiring for I.D.	Require before hiring.
<b>11. ARRESTS/ CONVICTIONS</b>	Inquiries into conviction for specific crimes related to qualifications of job.	Any inquiry that would reveal arrests w/out convictions.

<b><i>INQUIRIES BEFORE HIRING</i></b>	<b><i>LAWFUL</i></b>	<b><i>**UNLAWFUL</i></b>
<b>12. EDUCATION</b>	Inquiry into nature & extent of academic, professional or vocational training. Inquiry into foreign language skills, if job related.	Any inquiry which would reveal the nationality or religious affiliation of a school. Inquiry into what mother tongue is or how foreign language ability was acquired.
<b>13. RELATIVES</b>	Inquiry into name, relationship & address of person to be notified in an emergency.	Any inquiry about a relative which would be unlawful if made about the applicant.
<b>14. ORGANIZATIONS</b>	Inquiry into memberships & offices held, excluding any organization, the name or character of which indicates the race, color, religion, sex, national origin, disabled, age or ancestry of its members.	Inquiry into all clubs and organizations where membership is held.
<b>15. MILITARY SERVICE</b>	Inquiry into service in U.S. Armed Forces when such service is a qualification. Require military discharge certificate after hiring.	Inquiry into military service outside the U.S. Request military service records. Inquiry into any type of discharge.
<b>16. WORK SCHEDULE</b>	Inquiry into willingness to work required work schedule.	Any inquiry into willingness to work any religious holiday.
<b>17. OTHER</b>	Any question required to reveal qualifications for the job.	Any non-job related inquiry that may reveal information permitting unlawful discrimination.
<b>18. REFERENCES</b>	Work/job related references not relating to race, color, religion, sex, national origin, disability, age or ancestry.	Requests specifically from clergymen or any other persons who might indicate race, color, religion, sex, national origin, disability, age or ancestry.

*\*\*Unless bona fide occupational qualification is certified in advance by the Ohio Civil Rights Commission. Any inquiry is prohibited which, although not listed above, elicits information as to, or which is not job related and may be used to discriminate on the basis of, race, color, religion, sex, national origin, disability, age or ancestry in violation of law.*

## ***Reference Checks***

Reference checks may be initiated after interviews occur and shall be made for candidates being considered as finalists. References can be checked for anything employment related: education/degree, employment verification, etc. Reference checks may also serve as an additional screening process if completed prior to inviting a candidate for an interview.

**In either case, candidates should be contacted - first, to ensure their continuing interest in the position and, secondly, to obtain permission to contact references.**

References should be obtained in writing whenever possible. However, in the essence of time and in an effort to facilitate the screening process, each committee member may be asked to contact one or more references. When phone references are conducted, it is important to use a standard set of questions. All comments received should be recorded and shared with the search committee.

Additional references may always be requested after the actual interview and before any recommendations are made.

## ***Documenting the Search***

**An offer cannot be made until the department is notified that the Office of Equal Opportunity has given final approval. A hire offer cannot be made until all approvals have been secured, including the Office of Equal Opportunity, and employment shall not begin until all approvals have been secured.**

The search committee chair has the responsibility of preparing a final report outlining the committee's process and making its recommendation(s). This report, along with the appropriate support documentation, shall be forwarded to the department head for review. The report and documentation should include the following:

- summary of committee meetings (including name of members, meeting times, etc.)
- outline of the criteria and process used to narrow the applicant pool
- individual assessments of the candidates by each committee member, as well as any composite assessments that were developed; include comments and ratings on their strengths and weaknesses as related to the position requirements
- the ranking of the candidates as determined by the committee and the rationale for the ranking
- if the position is in an underutilized job group, a detailed summary of efforts to develop a strong pool of applicants, including female and minority applicants
- copies of all advertisements, postings, letters, contact lists and any other recruitment sources

### ***The Applicant List Sent to Hiring Manager***

For every faculty search the Office of Equal Opportunity is required to provide the Office of Federal Contract Compliance Programs with applicant data, including: college, department, position applied for, job group number, application date, applicant name, race, sex and disposition (i.e. interviewed, or why excluded). As the status of applicants is changed, the applicant list, submitted to the hiring manager, is developed for those applicants who meet the minimum qualifications. The name, race, and sex must be listed for every applicant interviewed. In the event that an interviewed applicant or a finalist does not self-identify, you may be contacted and asked to complete visual race and/or sex of the applicant or finalist. An appropriate “not hired reason” must be completed for every applicant. For the candidate selected, provide more justification for hiring than “best qualified.”

## **APPENDIX I – Good Recruitment, Interviewing, and Hiring Practices**

### *General Principles*

Open positions should be communicated broadly both within and beyond the university. Colleagues throughout the appropriate discipline should be informed of the programs and opportunities available at the University of Cincinnati. The goal of every faculty search should be to put together the best pool possible. Good faith effort needs to be made in order to develop a diverse pool of applicants and to create equal employment opportunity.

### *Conferences and Professional Meetings*

When attending conferences and professional meetings, faculty should seek to provide all potential candidates, including women and minority candidates, with informational literature on programs and activities available at the University of Cincinnati.

### *Extending Invitations*

Special efforts should be made to invite outstanding individuals, including women and minority faculty, to lecture and to interact professionally with students and faculty. Faculty may coordinate efforts with other university programs such as Just Community.

### *Internal Publication of Searches*

A copy of the position announcement should be sent to all members of the department, who should also be informed of the progress of the search. It is in the best interest of the university to conduct open and fair searches for all faculty positions.

### *Minority/Women Candidates*

In keeping with the university's equal employment opportunity policy, faculty search committees should make a concerted effort to attract minority and women candidates.

### *Soliciting Assistance in Searches*

The Office of Equal Opportunity shall be contacted to attend the first committee meeting for assistance in developing a recruitment strategy that will produce a diverse pool of candidates for all positions. In addition search committee members should seek the assistance of culturally diverse organizations and individuals, including faculty, for information and contacts for recruitment purposes. Search committee members should solicit help in locating candidates through the wide distribution of the job announcement and by encouraging employees to provide sources. The National Minority Faculty Identification Directory should be consulted for names of minority candidates for faculty positions. A list of selected minority and women publications is included in Appendix IV.

## *INTERVIEWING*

### *General Guidelines*

Selecting excellent employees requires good judgment and fair treatment in evaluating candidates. Carried out impartially, the process can also foster good public relations. This experience can engender good will and high regard for the university and the department involved in the search.

To assure successful searches and to minimize legal controversy, the following measures are strongly recommended:

- do ensure that all candidate pools are as diverse as possible and that the recruitment process has been open and communicated widely.
- do ensure fair comparisons. The interview process should be consistent in terms of types of questions and position requirements and responsibilities. Candidates should be asked the same or similar position- related questions, and search committee members should evaluate candidates on the same criteria.
- do ensure that the format of the interview is consistent for all candidates. Afford each candidate the opportunity to respond and ask questions as appropriate. Sensitivity should be given to individual candidates (i.e., their choices for food, specific requests to talk with groups and/or any other matters relevant to the interview).
- do recognize that candidates may differ in communication style and presentation, and that the focus of the interview is to obtain information about the candidate's qualifications. The substance of the information provided during the interview should be viewed as more important than the candidate's communication style.
- do hire the best-qualified candidate.

The following measures are not recommended:

- do not invite minority and women candidates for "token" interviews with no intent of serious consideration. The recruitment process should be conducted so as to yield a diverse pool of qualified candidates. Candidates scheduled for interviews must meet the minimum qualifications to be considered for the position.
- do not inquire into a candidate's age, religion, financial condition, disability, marital status, national origin, place of birth, or other personal matters. See interviewing guidelines for more information.

- do not reject candidates because of cultural or other differences unrelated to the position on the assumption that they will not fit in. All individual candidates should be judged on the basis of their qualifications, experience, and education in relation to the requirements for the position.
- do not use statements that would lead candidates to assume that their appointment might create a problem for the department.

### *Interviewing Techniques & Guidelines*

The following techniques and guidelines will help to ensure that the interview goes smoothly and that you, and the candidate, get all of the information you will need to make the right choice. The guidelines review what inquiries are lawful and unlawful so that you will not incur any legal liability.

### *Techniques*

- *control the interview*  
Stay on track.  
Cover all pertinent areas.  
Explore inconsistencies, time gaps and missing data on the resume/application.
- *improve your style*  
Be aware of the impact of your facial expressions and body language. Be careful not to show your reaction to an interviewee's words, gestures, facial expressions, etc.

**Do not talk a lot!** Let the applicant talk the majority of the time---ideally 80%. That way you can be sure to get enough information to make a sound decision.

Avoid interrupting the applicant to introduce your own thoughts and opinions.

Maintain eye contact. If the applicant does not, do not automatically assume this to be a negative.

Do not let your mind wander; you may miss something important or get off track and lose control of the interview.

- *echoing*  
When you want the interviewee to expand on a statement, rephrase and repeat what that person has said, then ask him/her to tell you more; i.e. "You say that you were responsible for... Tell me more about that."
- *silences*  
Do not be uncomfortable with brief silences. Be patient---you may learn something from the direction the interviewee decides to take.

- *evaluate the applicant on the established criteria*  
Evaluate the applicant on whether or not he/she has the qualifications, as advertised, to be successful in the position.
- *keeping the job requirements in mind, look at:*
  - past responsibilities and accomplishments
  - stability and attitude
  - education and technical expertise.
- *look at the “whole person”*  
Do not form biases or jump to conclusions. Unfavorable impressions should be based on the candidate’s qualifications and be relevant to the position.
- *avoid outside interruptions*  
The interview should be held in a quiet area where phone calls and interruptions from other staff members can be avoided.
- *halo effect*  
Do not allow one or two favorable but unrelated traits bias your judgment of the candidate. Avoid making quick judgments, especially in areas where you typically have strong personal biases.
- *failure to listen*  
Do not think ahead to what you are going to ask next. Avoid introducing your own unrelated and non-pertinent thoughts during the interview.
- *time for each interview*  
Allow enough time to adequately cover goals you set for the interview. The length of time usually corresponds to position complexity; one hour is average.
- *provide a good first impression*  
Be prompt and friendly and have a neat and orderly environment for the interview. This provides the candidate with a good first impression of the university.
- *do not use non-job related questions*  
This may be unlawful and wastes time. It also does not provide you with useful information.
- *impatience*  
Be patient. Your impatience will only add to the candidate’s anxiety.
- *making promises*  
**Do not make promises.**

## **APPENDIX II – Minority and Women Recruitment Publications**

### **1. ACADEMIC EMPLOYMENT NETWORK**

[www.academploy.com](http://www.academploy.com)

An economical national search vehicle for reaching qualified faculty, staff and administrative professionals throughout the world. One advertised position runs for 30 days and posted within twenty-four hours of receipt by AEN.

### **2. ACADEMIC PHYSICIAN AND SCIENTIST**

345 Hudson Street, 16<sup>th</sup> Floor

New York, New York 10014

To advertise: email: [mmegarit@wwcom](mailto:mmegarit@wwcom)

A publication specifically targeting physicians in basic and clinical medicine.

### **3. ADDRESS LISTING FOR PREDOMINANTLY FEMALE COLLEGE AND UNIVERSITIES.**

Can be obtained from the Office of Equal Opportunity.

### **4. ADDRESS LISTING FOR TRIBAL COLLEGES AND UNIVERSITIES**

Can be obtained from the Office of Equal Opportunity.

### **5. AFFIRMATIVE ACTION REGISTER**

8356 Olive Boulevard

St. Louis, Missouri 63132

[www.aar-eeo.com](http://www.aar-eeo.com)

National EEO recruitment publication directed to females, minorities, veterans and disabled persons as well as to all employment candidates.

6. **AMERICAN ASSOCIATION OF UNIVERSITY WOMEN OUTLOOK**  
111 Sixteenth Street, NW  
Washington, D.C. 20036  
[www.aauw.org](http://www.aauw.org)

7. **AMERICAN EDUCATIONAL RESEARCH ASSOCIATION (AERO)**  
[www.AERA.net](http://www.AERA.net)

AERA is the most prestigious and prominent international professional organization with the primary goal of advancing educational research and its practical application. Its more than 22,000 members are educators; administrators; directors of research, testing or evaluation in federal, state and local agencies; counselors; evaluators; graduate students; and behavioral scientist. The broad range of disciplines represented by the membership includes education, psychology, statistics, sociology, history, economics, philosophy, anthropology and the political science.

8. **BLACK ISSUES IN HIGHER EDUCATION**  
10520 Warwick Ave., Suite B-9  
Fairfax, Virginia 22020  
[www.blackissues.com](http://www.blackissues.com)

9. **CHRONICLE OF HIGHER EDUCATION**  
1255 Twenty-third Street. N.W.  
Washington, D.C. 20037  
[www.chronicle.com](http://www.chronicle.com)

10. **H-NET JOB GUIDE**  
[www.matrix.msu.edu](http://www.matrix.msu.edu)

H-Net: Humanities and Social Sciences on line's host, MATRIX houses and supports over 100 free electronic, interactive newsletters ("list serves"), edited by scholars in North America, Europe, Africa and the Pacific.

11. **HIGHER ED JOB**  
[www.higheredjobs.com](http://www.higheredjobs.com)

Post a position for up to 3 months with unlimited text.

**12. HISPANIC OUTLOOK IN HIGHER EDUCATION**

P.O. Box 68  
Paramus, New Jersey 07563-9897  
[www.HispanicOutlook.com](http://www.HispanicOutlook.com)

**13. HOLMES PARTNERSHIP WEBSITE**

[www.holmespartnership.org](http://www.holmespartnership.org)

A network of universities, schools, community agencies and national professional organizations working in partnership to create high quality professional development and significant school renewal to improve teaching and learning for all children.

**14. JOBS ONLINE**

[www.jobsonline.com](http://www.jobsonline.com)

A link to historically Black Colleges and Universities

**15. MINORITY NURSE  
CASS COMMUNICATIONS, INC.**

1800 Sherman Avenue  
Evanston, Illinois 60201

**16. NATIONAL MINORITY FACULTY IDENTIFICATION PROGRAM**

[www.southwestern.edu](http://www.southwestern.edu)

Minority Faculty National Database maintained by Southwestern University. Database is setup by discipline. Password and Username is required for using and can be obtained from the Office of Equal Opportunity.

**17. UNIVERSITY FACULTY VOICE**

PO Box 8387  
Houston, Texas 77288-8387  
Phone: 713-521-1999, Fax 713-521-1981, e-mail: [hbcu@facultyvoice.com](mailto:hbcu@facultyvoice.com)

A nationally circulated monthly newspaper distributed to colleges and universities across the country and all faculty members and administrators at the nation's Historically Black Colleges and Universities.

**18. Women In Higher Education**

[www.wihe.com](http://www.wihe.com)

**19. African Americans**

[www.africanamericans.com](http://www.africanamericans.com)

**20. Diversity websites**

[www.imdiversity.com](http://www.imdiversity.com)

[www.hirediversity.com](http://www.hirediversity.com)

**21. Veterans**

[www.veteranemployment.com](http://www.veteranemployment.com)

[www.veteransenterprise.com](http://www.veteransenterprise.com)

**22. Education**

[www.edonline.com](http://www.edonline.com)

**23. Address listing for Predominately Female U.S. College and Universities.**

Can be obtained from the Office of Equal Opportunity.

**24. Address listing for Predominately Black Colleges.**

Can be obtained from the Office of Equal Opportunity.

**25. Address listing for Tribal Colleges and Universities.**

Can be obtained from the Office of Equal Opportunity.

**Other suggestions:**

**Send advertisements or job positions to:**

- 1. List serves of the heads of departments at universities or colleges of designated discipline or PhD Schools.**
- 2. Designated discipline organizations.**
- 3. Universities that teach designated discipline.**
- 4. Post at conferences.**
- 5. Post on your college's department web site.**

- 6. Designated discipline publications or journals.**
- 7. List serves of the chair of graduate departments at universities or colleges of designated disciplines.**

### APPENDIX III – Web-Based Recruitment Resources

Name	Website	College	Discipline
Association of Research Libraries	<a href="http://www.arl.org">www.arl.org</a>	Library	Library
4 Work	<a href="http://www.4work.com">www.4work.com</a>	Any	General
Ability Links	<a href="http://www.abilitylinks.org">www.abilitylinks.org</a>	Any	General
Absolutely Health Care	<a href="http://www.healthjobsusa.com">www.healthjobsusa.com</a>	Medicine	Medicine
Academic Careers Online	<a href="http://www.academiccareers.com">www.academiccareers.com</a>	Any	Academic
Academic Employment Network	<a href="http://www.academply.com">www.academply.com</a>	Any	Academic
Academic Keys	<a href="http://www.academickeys.com">www.academickeys.com</a>	Any	Academic
Academic Physician and Scientist	<a href="http://www.acphysci.com">www.acphysci.com</a>	Medicine	Medicine
Academic Position Network	<a href="http://www.apnjobs.com">www.apnjobs.com</a>	Any	Academic
Adjunct Nation	<a href="http://www.adjunctnation.com">www.adjunctnation.com</a>	Any	Adjuncts
American Assoc of Teachers of Spanish & Portuguese	<a href="http://www.aatsp.org">www.aatsp.org</a>	Arts and Sciences	Spanish
AL-MS Soc Association	<a href="http://www2.una.edu/almssa">www2.una.edu/almssa</a>	Arts and Sciences	Sociology
American Assoc. of Colleges for Teacher Education	<a href="http://www.aacte.org">www.aacte.org</a>	Education	Teacher Education
American Association for Advancement of Science	<a href="http://www.aaas.org">www.aaas.org</a>	Arts & Sciences	Science
American Association for Respiratory Care	<a href="http://www.aarc.org">www.aarc.org</a>	Medicine	Medicine
American Association for State and Local History	<a href="http://www.aaslh.org">www.aaslh.org</a>	Arts and Sciences	History
American Association of Blood Banks	<a href="http://www.aabb.org">www.aabb.org</a>	Medicine	Hoxworth
American Association of Clinical Chemistry	<a href="http://www.aacc.org">www.aacc.org</a>	Medicine	Clinical Chemistry
American Association of Physics Teachers	<a href="http://www.aapt.org">www.aapt.org</a>	Arts & Sciences	Physics
American Association of University Women	<a href="http://www.aauw.org">www.aauw.org</a>	Diversity	Women & Academic
American Board of Medical Genetics	<a href="http://www.abmg.org">www.abmg.org</a>	Medicine	Genetics
American Chemical Society	<a href="http://www.chemistry.org">www.chemistry.org</a>	Arts & Sciences	Chemistry
American College of Medical Genetics	<a href="http://www.acmg.net">www.acmg.net</a>	Medicine	Genetics
American Corporate Counsel Association	<a href="http://www.acca.com">www.acca.com</a>	Law	Law
American Council on Education	<a href="http://www.acenet.edu">www.acenet.edu</a>	Any	Academic
American Council on the Teaching of Foreign Lang.	<a href="http://www.actfl.org">www.actfl.org</a>	Arts and Sciences	Foreign Language
American Education Research Association	<a href="http://www.aera.net">www.aera.net</a>	Education	Teacher Education
American Historical Association	<a href="http://www.historians.org">www.historians.org</a>	Arts and Sciences	History

American Indian Science & Engineering Info Server	<a href="http://www.nativenet.uthscsa.edu">www.nativenet.uthscsa.edu</a>	Arts and Sciences	Science
American Indian Science & Engineering Info Server	<a href="http://www.nativnet.uthscsa.edu">www.nativnet.uthscsa.edu</a>	Engineering	Engineering
American Institute of Architects	<a href="http://www.aia.org">www.aia.org</a>	DAAP	Architecture
American Institute of Biological Sciences	<a href="http://www.aibs.org">www.aibs.org</a>	Arts and Sciences	Biology
American Institute of Physics	<a href="http://www.aip.org">www.aip.org</a>	Arts & Sciences	Physics
American Legion, The	<a href="http://legion.monster.com">legion.monster.com</a>	Any	General
American Library Association	<a href="http://www.ala.org">www.ala.org</a>	Library	Library
American Mathematical Society	<a href="http://www.ams.org">www.ams.org</a>	Arts & Sciences	Math
American Musicological Society	<a href="http://www.sas.upenn.edu/music/ams/">http://www.sas.upenn.edu/music/ams/</a>	CCM	Music
American Physical Society	<a href="http://www.aps.org">www.aps.org</a>	Arts & Sciences	Physics
American Planning Association	<a href="http://www.planning.org">www.planning.org</a>	DAAP	Planning
American Psychological Association	<a href="http://www.apa.org">www.apa.org</a>	Arts and Sciences	Psychology
American Psychological Society	<a href="http://www.psychologicalscience.org">www.psychologicalscience.org</a>	Arts and Sciences	Psychology
American Society for Clinical Laboratory Science	<a href="http://www.ascls.org">www.ascls.org</a>	Medicine	Medicine
American Society for Engineering Education	<a href="http://www.asee.org">www.asee.org</a>	Engineering	Engineering
American Society for Engineering Education	<a href="http://www.asee.org">www.asee.org</a>	Engineering	Engineering
American Society for Microbiology	<a href="http://www.asm.org">www.asm.org</a>	Medicine	Microbiology
American Society of Civil Engineers	<a href="http://www.asce.org">www.asce.org</a>	Engineering	Civil Engineering
American Society of Gene Therapy	<a href="http://www.asgt.org">www.asgt.org</a>	Medicine	Genetics
American Society of Hematology	<a href="http://www.hematology.org">www.hematology.org</a>	Medicine	Hoxworth
American Society of Human Genetics	<a href="http://www.ashg.org">www.ashg.org</a>	Medicine	Genetics
American Society of Interior Designers	<a href="http://www.aid.org">www.aid.org</a>	DAAP	Interior Design
American Society of Landscape Architects	<a href="http://www.asla.org">www.asla.org</a>	DAAP	Architecture
American Soc Assoc	<a href="http://www.asanet.org">www.asanet.org</a>	Arts and Sciences	Sociology
American Studies Association	<a href="http://www.georgetown.edu/crossroads/asainfo.html">http://www.georgetown.edu/crossroads/asainfo.html</a>	Arts and Sciences	History
America's Job Bank	<a href="http://www.jobsearch.org">www.jobsearch.org</a>	Any	General
Anita Borg Institute	<a href="http://www.anitaborg.org">www.anitaborg.org</a>	Engineering	Computer
APPA	<a href="http://www.appa.org">www.appa.org</a>	DAAP	Architecture
Art Job Online	<a href="http://www.artjob.org">www.artjob.org</a>	DAAP	Art
Asian-Pacific Sociology Association	<a href="http://www.asiapacific-sociology.org">www.asiapacific-sociology.org</a>	Arts and Sciences	Sociology
Association for Women Geoscientists	<a href="http://www.awg.org">www.awg.org</a>	Arts and Sciences	Science
Association for Women in Mathematics	<a href="http://www.awm-math.org">www.awm-math.org</a>	Arts and Sciences	Mathematics

Association for Women in Science	<a href="http://www.awis.org">www.awis.org</a>	Arts and Sciences	Science
Association of American Medical Colleges	<a href="http://www.aamc.org">www.aamc.org</a>	Medicine	Medicine
Association of Black Psychologists	<a href="http://www.abpsi.org">www.abpsi.org</a>	Arts and Sciences	Psychology
Association for Applied & Clinical Soc	<a href="http://asscsnet.org">asscsnet.org</a>	Arts and Sciences	Sociology
Association of Black Sociologists	<a href="http://www.blacksociologists.org">www.blacksociologists.org</a>	Arts and Sciences	Sociology
Association of College and Research Libraries	<a href="http://www.ala.org/ACRLTemplate.cfm">http://www.ala.org/ACRLTemplate.cfm</a>	Library	Library
Association of Collegiate Schools of Architecture	<a href="http://www.asca-arch.org">www.asca-arch.org</a>	DAAP	Architecture
Association of Community Health Nursing Educators	<a href="http://www.uncc.edu/achne">www.uncc.edu/achne</a>	Nursing	Nursing
Association of Departments of Foreign Languages	<a href="http://www.adfl.org">www.adfl.org</a>	Arts and Sciences	Foreign Language
Association of Genetic Technologists	<a href="http://www.agt-info.org">www.agt-info.org</a>	Medicine	Genetics
Association of Licensed Architects	<a href="http://www.licensedarchitect.org">www.licensedarchitect.org</a>	DAAP	Architecture
Association on Writer's and Writing Programs	<a href="http://www.awpwriter.org/default.htm">www.awpwriter.org/default.htm</a>	Arts and Sciences	Language Arts
AthleticLink.com	<a href="http://www.athleticlink.com">www.athleticlink.com</a>	Athletics	Athletics
Attorney Jobs Online	<a href="http://www.attorneyjobs.com">www.attorneyjobs.com</a>	Law	Law
Australian Sociology Association, The	<a href="http://www.tasa.org.au/about-tasa/advertising">www.tasa.org.au/about-tasa/advertising</a>	Arts and Sciences	Sociology
Best Diversity Employers	<a href="http://www.bestdiversityemployers.com">www.bestdiversityemployers.com</a>	Diversity	General
Billboard Magazine and Berklee Music	<a href="http://www.billboard.com">www.billboard.com</a>	CCM	Music
BioView	<a href="http://www.bioview.com">www.bioview.com</a>	Arts and Sciences	Biology
Black Collegian, The	<a href="http://www.blackcollegian.com">www.blackcollegian.com</a>	Diversity	African-American
Black Issues in Higher Diversity	<a href="http://www.blackissues.com">www.blackissues.com</a>	Education	Teacher Education
Black Women in Sport Foundation	<a href="http://www.blackwomeninsportfoundation.org">www.blackwomeninsportfoundation.org</a>	Athletics	Athletics
Blood Line	<a href="http://www.bloodline.net">www.bloodline.net</a>	Medicine	Hoxworth
Botanical Society of America	<a href="http://www.botony.org">www.botony.org</a>	Arts and Sciences	Biology
Career Builder	<a href="http://www.careerbuilder.com">www.careerbuilder.com</a>	Any	General
Career Exchange	<a href="http://www.careerexchange.com">www.careerexchange.com</a>	Technology	Technology
Career Magazine	<a href="http://www.careermag.com">www.careermag.com</a>	Any	General
Careers in Cancer Research	<a href="http://www.cancercareers.org">www.cancercareers.org</a>	Medicine	Cancer
Chemo	<a href="http://www.chemsoc.org">www.chemsoc.org</a>	Arts and Sciences	Chemistry
Chronicle of Higher Education	<a href="http://www.chronicle.com">www.chronicle.com</a>	Any	Academic
CIO Wanted	<a href="http://www.cio.com">www.cio.com</a>	Technology	Technology

Clinical Outcomes Research Group	<a href="http://www.rx.uga.edu/main/home/cas/corg.htm">http://www.rx.uga.edu/main/home/cas/corg.htm</a>	Pharmacy	Pharmacy
COBOL Jobs	<a href="http://www.coboljobs.com">www.coboljobs.com</a>	Technology	Technology
College Athletic Business Management Association	<a href="http://nacda.collegesports.com/cabma/nacda-cabma.html">http://nacda.collegesports.com/cabma/nacda-cabma.html</a>	Athletics	Athletics
College Central Network	<a href="http://www.collegecentral.com">www.collegecentral.com</a>	Any	General
College Grad.com	<a href="http://www.collegegrad.com">www.collegegrad.com</a>	Any	General
College Music Society	<a href="http://www.music.org">www.music.org</a>	CCM	Music
College Recruiter.com	<a href="http://www.collegerecruiter.com">www.collegerecruiter.com</a>	Any	General
Computer Jobs	<a href="http://www.computerjobs.com">www.computerjobs.com</a>	Technology	Technology
Computer Work	<a href="http://www.computerwork.com">www.computerwork.com</a>	Technology	Technology
Developers.net	<a href="http://www.developers.net">www.developers.net</a>	Technology	Technology
Dice	<a href="http://www.dice.com">www.dice.com</a>	Technology	Technology
Directory of Associations	<a href="http://www.marketingsource.com">www.marketingsource.com</a>	Arts and Sciences	Sociology
Directory of Minority PhD, MFA, & MLS Candidates	<a href="http://www.cic.uiuc.edu/programs/DirectoryOfMinorityCandidates/">http://www.cic.uiuc.edu/programs/DirectoryOfMinorityCandidates/</a>	Diversity	General
Directory of Soc Assoc	<a href="http://www.socioweb.com">www.socioweb.com</a>	Arts and Sciences	Sociology
Disability Jobs	<a href="http://www.disabilityjobs.org">www.disabilityjobs.org</a>	Any	General
Diversity Careers in Engineering & Info Technology	<a href="http://www.diversitycareers.com">www.diversitycareers.com</a>	Engineering	Engineering
Diversity Inc.	<a href="http://www.diversityinc.com">www.diversityinc.com</a>	Diversity	General
Diversity Life	<a href="http://www.diversitylife.com">www.diversitylife.com</a>	Any	General
Diversity Link	<a href="http://www.diversitylink.com">www.diversitylink.com</a>	Diversity	General
Diversity Web	<a href="http://www.diversityweb.org">www.diversityweb.org</a>	Diversity	General
Diversity Working	<a href="http://www.diversityworking.com">www.diversityworking.com</a>	Diversity	General
Educational Placement Service	<a href="http://www.educatorjobs.com">www.educatorjobs.com</a>	Any	Academic
EmplawyerNet	<a href="http://www.emplawyernet.com">www.emplawyernet.com</a>	Law	Law
Employment Guide	<a href="http://www.employmentguide.com">www.employmentguide.com</a>	Any	General
Engineer Job Search	<a href="http://www.engineer500.com">www.engineer500.com</a>	Engineering	Engineering
Engineering Central	<a href="http://www.engcen.com">www.engcen.com</a>	Engineering	Engineering
Equal Opportunity Publications, Inc.	<a href="http://www.eop.com">www.eop.com</a>	Diversity	General
Equity Magazines	<a href="http://www.equitymagazines.com">www.equitymagazines.com</a>	Any	General
European Sociology Association	<a href="http://www.valt.helsinki.fi/esa">www.valt.helsinki.fi/esa</a>	Arts and Sciences	Sociology
Exceptional Nurse	<a href="http://www.exceptionalnurse.com">www.exceptionalnurse.com</a>	Nursing	Nursing
Faculty for the Future	<a href="http://www.facultyforthefuture.org">www.facultyforthefuture.org</a>	Any	Academic

Feminist.com	<a href="http://www.feminist.com">www.feminist.com</a>	Diversity	Women
Flip Dog	<a href="http://www.flipdog.com">www.flipdog.com</a>	Any	General
Genetic Society of America	<a href="http://www.genetics-gsa.org">www.genetics-gsa.org</a>	Medicine	Genetics
Greater Cincinnati Library Consortium	<a href="http://www.gclc-lib.org">www.gclc-lib.org</a>	Library	Library
Grey Room	<a href="http://mitpress.mit.edu/catalog/item/default.asp?sid=7203D83B-B458-4820-A6A0-BB28B9388452&amp;ttype=4&amp;tid=2">http://mitpress.mit.edu/catalog/item/default.asp?sid=7203D83B-B458-4820-A6A0-BB28B9388452&amp;ttype=4&amp;tid=2</a>	DAAP	Architecture
HBCU Career Center	<a href="http://www.hbcucareercenter.com">www.hbcucareercenter.com</a>	Diversity	African-American
Health eCareers	<a href="http://www.healthcareers.com">www.healthcareers.com</a>	Medicine	Medicine
Health Links	<a href="http://www.healthlinks.com">www.healthlinks.com</a>	Medicine	Medicine
Help Wanted.com	<a href="http://www.helpwanted.com">www.helpwanted.com</a>	Any	General
Hi Tech Job	<a href="http://www.hitechjob.com">www.hitechjob.com</a>	Any	General
Hieros Gamos	<a href="http://www.hierosgamos.org">www.hierosgamos.org</a>	Law	Law
Higher Education Jobs	<a href="http://www.higheredjobs.com">www.higheredjobs.com</a>	Any	Academic
Hire disAbility Solutions LLC	<a href="http://www.hireds.monster.com">www.hireds.monster.com</a>	Any	General
Hire Diversity	<a href="http://www.hirediversity.com">www.hirediversity.com</a>	Diversity	General
Hire Potential	<a href="http://www.hirepotential.com">www.hirepotential.com</a>	Diversity	General
Historically Black Colleges & Universities Career	<a href="http://www.hbcuconnect.com">www.hbcuconnect.com</a>	Diversity	African American
H-Net	<a href="http://www.h-net.org">www.h-net.org</a>	Arts and Sciences	Humanities
Hot Jobs	<a href="http://www.hotjobs.com">www.hotjobs.com</a>	Any	General
Hum-Molgen Bioscience and Medicine	<a href="http://www.hum-molgen.de/">http://www.hum-molgen.de/</a>	Medicine	Molecular Genetics
IM Diversity	<a href="http://www.imdiversity.com">www.imdiversity.com</a>	Diversity	General
Institute for Diversity in Health Care Management	<a href="http://www.diversityconnection.com">www.diversityconnection.com</a>	Medicine	Health Care
Institute of Electrical & Electronic Engineers	<a href="http://www.ieee.org">www.ieee.org</a>	Engineering	Electrical
Interior Design Educators Council	<a href="http://www.idec.org">www.idec.org</a>	DAAP	Interior Design
International Association of Jazz Educators	<a href="http://www.iaje.org">www.iaje.org</a>	CCM	Jazz Music
International Behavioral Neuroscience Society	<a href="http://www.ibnshomepage.org/">http://www.ibnshomepage.org/</a>	Medicine	Neuroscience
International Behavioral Neuroscience Society	<a href="http://www.ibnshomepage.org/">http://www.ibnshomepage.org/</a>	Arts and Sciences	Psychology
International Genetic Epidemiology Society	<a href="http://www.biostat.wustl.edu/~genetics/iges/">http://www.biostat.wustl.edu/~genetics/iges/</a>	Medicine	Genetics
International Interior Design Association	<a href="http://www.iida.org">www.iida.org</a>	DAAP	Interior Design
International Reading Association	<a href="http://www.reading.org">www.reading.org</a>	Arts and Sciences	Language Arts
International Rural Sociology Association	<a href="http://www.irsa-">www.irsa-</a>	Arts and Sciences	Sociology

	<a href="http://world.org/member/index.htm">world.org/member/index.htm</a>		
International Society for Technology in Education	<a href="http://www.iste.org">www.iste.org</a>	Technology	Technology
International Society of Nurses in Genetics	<a href="http://www.isong.org">www.isong.org</a>	Medicine	Genetics
International Sociology Association	<a href="http://www.isa-sociology.org/job.htm">www.isa-sociology.org/job.htm</a>	Arts and Sciences	Sociology
International Inst of Sociology, The	<a href="http://www.iisoc.org">www.iisoc.org</a>	Arts and Sciences	Sociology
Internet Engineering Center	<a href="http://www.interec.net">www.interec.net</a>	Engineering	Engineering
IT Careers	<a href="http://www.itcareers.com">www.itcareers.com</a>	Technology	Technology
Jobs for Programmers	<a href="http://www.prgjobs.com">www.prgjobs.com</a>	Technology	Technology
Jobs in Library and Information Technology	<a href="http://www.ala.org/ala/lita/litaresources/litajobsite/litajobsite.htm">http://www.ala.org/ala/lita/litaresources/litajobsite/litajobsite.htm</a>	Library	Info Technology
Jobs In Sports.com	<a href="http://www.jobsinsports.com">www.jobsinsports.com</a>	Athletics	Athletics
Jobs.net	<a href="http://www.jobs.net">www.jobs.net</a>	Any	General
Journal of Clinical Oncology	<a href="http://www.jco.org">www.jco.org</a>	Medicine	Cancer
Journal of Pharmaceutical Science	<a href="http://www.aphanet.org">www.aphanet.org</a>	Pharmacy	Pharmacy
Journal of the American Pharmacists Association	<a href="http://www.aphanet.org">www.aphanet.org</a>	Pharmacy	Pharmacy
Kforce	<a href="http://www.kforce.com">www.kforce.com</a>	Any	General
Latpro	<a href="http://www.latpro.com">www.latpro.com</a>	Diversity	Hispanic
Law Info Employment Center	<a href="http://www.jobs.lawinfo.com">www.jobs.lawinfo.com</a>	Law	Law
Law Jobs	<a href="http://www.lawjobs.com">www.lawjobs.com</a> or <a href="http://www.law.com">www.law.com</a>	Law	Law
Lucas Group, The	<a href="http://www.lucascareers.com">www.lucascareers.com</a>	Any	General
Mathematical Association of America	<a href="http://www.maa.org">www.maa.org</a>	Arts and Sciences	Mathematics
Minority Nurse	<a href="http://www.minoritynurse.com">www.minoritynurse.com</a>	Nursing	Diversity
Modern Language Association	<a href="http://www.mla.org">www.mla.org</a>	Arts and Sciences	Foreign Language
Monster	<a href="http://www.monster.com">www.monster.com</a>	Any	General
Monster for Employers	<a href="http://media.monster.com/id/hiring.html">media.monster.com/id/hiring.html</a>	Any	General
Multicultural Advantage, The	<a href="http://www.multiculturaladvantage.com">www.multiculturaladvantage.com</a>	Diversity	General
Music Jobs	<a href="http://www.music-jobs.com">www.music-jobs.com</a>	CCM	Music
Music Teachers National Association	<a href="http://www.mtna.org">www.mtna.org</a>	CCM	Music
Nation Job- Computer Software/Systems	<a href="http://www.nationjob.com/computers/">http://www.nationjob.com/computers/</a>	Technology	Technology
Nation Jobs	<a href="http://www.nationjobs.com">www.nationjobs.com</a>	Any	General
Nation Jobs- Legal	<a href="http://www.nationjob.com/legal/">http://www.nationjob.com/legal/</a>	Law	Law
National Alliance of Black School Educators	<a href="http://www.nabse.org">www.nabse.org</a>	Diversity	Academic
National Art Education Association	<a href="http://www.naea-">http://www.naea-</a>	DAAP	Art

	<a href="http://reston.org/index.html">reston.org/index.html</a>		
National Assoc for Equal Opportunity in Higher Edu	<a href="http://www.nafeo.org">www.nafeo.org</a>	Diversity	Academic
National Association for Developmental Education	<a href="http://www.nade.net">www.nade.net</a>	Any	Academic
National Association for Music Educators, The	<a href="http://www.menc.org">www.menc.org</a>	CCM	Music
National Association of Biology Teachers	<a href="http://www.nabt.org">www.nabt.org</a>	Arts and Sciences	Biology
National Association of Black Accountants	<a href="http://www.nabainc.jobcontrolcenter.com">www.nabainc.jobcontrolcenter.com</a>	Business	Accounting
National Association of Intercollegiate Athletics	<a href="http://www.naia.org">www.naia.org</a>	Athletics	Athletics
National Association of Mathematics	<a href="http://www.math.buffalo.edu/mad/NAM/index.html">http://www.math.buffalo.edu/mad/NAM/index.html</a>	Arts and Sciences	Mathematics
National Black Nurses Association	<a href="http://www.nbna.org">www.nbna.org</a>	Nursing	African-American
National Collegiate Athletic Association	<a href="http://www.ncaa.org">www.ncaa.org</a>	Athletics	Athletics
National Council for the Social Studies	<a href="http://www.ncss.org">www.ncss.org</a> or <a href="http://www.socialstudies.org">www.socialstudies.org</a>	Arts and Sciences	History
National Council of Teachers of English	<a href="http://www.ncte.org/college">www.ncte.org/college</a>	Arts and Sciences	Language Arts
National Council of Teachers of Mathematics	<a href="http://www.nctm.org">www.nctm.org</a>	Arts and Sciences	Mathematics
National Council on Public History	<a href="http://www.ncph.org">www.ncph.org</a>	Arts and Sciences	History
National League of Nursing	<a href="http://www.nln.org">www.nln.org</a>	Nursing	Nursing
National Medical Association	<a href="http://www.nmanet.com">www.nmanet.com</a>	Medicine	Medicine
National Organization of Minority Architects	<a href="http://www.noma.net">www.noma.net</a>	DAAP	Architecture
National Science Teachers Association	<a href="http://www.nsta.org">www.nsta.org</a>	Arts and Sciences	Science
National Society of Black Engineers	<a href="http://www.nsbe.org">www.nsbe.org</a>	Engineering	Engineering
National Society of Genetic Counselors	<a href="http://www.nsgc.org">www.nsgc.org</a>	Medicine	Genetics
National Sports Employment News	<a href="http://www.sportsemploymentnews.com">www.sportsemploymentnews.com</a>	Athletics	Athletics
National Urban League	<a href="http://www.nul.org">www.nul.org</a>	Diversity	African American
National Women's Studies Association	<a href="http://www.nwsa.org">www.nwsa.org</a>	Arts and Sciences	Women's Studies
Native Web	<a href="http://www.nativeweb.org">www.nativeweb.org</a>	Diversity	Native American
Nat'l Assoc of Collegiate Directors of Athletics	<a href="http://nacda.collegesports.com/nacda/nacda-nacda.html">http://nacda.collegesports.com/nacda/nacda-nacda.html</a>	Athletics	Athletics
Natl Assoc of Collegiate Women Athletic Admins	<a href="http://www.nacwaa.org/index.php">http://www.nacwaa.org/index.php</a>	Athletics	Athletics
Nat'l Center for the Adv. Of Blacks in Health Prof	no website available	Medicine	Medicine
Nature	<a href="http://www.nature.com">www.nature.com</a>	Medicine	Medicine
Nature	<a href="http://www.nature.com">www.nature.com</a>	Arts and Sciences	Science
Nemnet Minority Recruitment	<a href="http://www.nemnet.com">www.nemnet.com</a>	Diversity	Minority
Net Temps	<a href="http://www.net-temps.com">www.net-temps.com</a>	Any	General

North Central Soc Assoc	<a href="http://www.ncsanet.org">www.ncsanet.org</a>	Arts and Sciences	Sociology
Nurse Week	<a href="http://www.nurseweek.com">www.nurseweek.com</a>	Nursing	Nursing
Nursing Spectrum	<a href="http://www.nursingspectrum.com">www.nursingspectrum.com</a>	Nursing	Nursing
Office of Minority Health	<a href="http://www.omhrc.gov">www.omhrc.gov</a>	Medicine	Health Care
Ohio Educational Library Media Association	<a href="http://www.oelma.org">www.oelma.org</a>	Library	Library
Ohio Library Council	<a href="http://www.olc.org">www.olc.org</a>	Library	Library
Ohio Music Educators Association	<a href="http://www.omea-ohio.org">www.omea-ohio.org</a>	CCM	Music
Ohio Net	<a href="http://www.ohionet.org">www.ohionet.org</a>	Library	Library
Online Sports	<a href="http://www.onlinesports.com">www.onlinesports.com</a>	Athletics	Athletics
Optics.org	<a href="http://www.optics.org">www.optics.org</a>	Engineering	Optics
Organization of American Historians	<a href="http://www.oah.org">www.oah.org</a>	Arts and Sciences	History
Organization of Black Designers	<a href="http://www.obd-dc.org/">http://www.obd-dc.org/</a>	DAAP	Design
Pharmacist.com	<a href="http://www.pharmacist.com">www.pharmacist.com</a>	Pharmacy	Pharmacy
Phi Delta Kappa	<a href="http://www.pdkintl.org">www.pdkintl.org</a>	Education	Teacher Education
Physics Web	<a href="http://www.physicsweb.org">www.physicsweb.org</a>	Arts and Sciences	Physics
PostDoc Jobs	<a href="http://www.post-docs.com">www.post-docs.com</a>	Any	Post Docs
Professional Black Women's Enterprise	<a href="http://www.pbwe.org">www.pbwe.org</a>	Diversity	African-American
Professional Black Women's Enterprise	<a href="http://www.pbwe.org">www.pbwe.org</a>	Diversity	African American
Professional Black Women's Enterprise	<a href="http://www.pbwe.org">www.pbwe.org</a>	Diversity	Women
Psych Temps	<a href="http://www.psychtemps.com">www.psychtemps.com</a>	Arts and Sciences	Psychology
Psychology Information Online	<a href="http://www.psychologyinfo.com">www.psychologyinfo.com</a>	Arts and Sciences	Psychology
Psychwatch.com	<a href="http://www.psychwatch.com">www.psychwatch.com</a>	Arts and Sciences	Psychology
Queen City Jobs	<a href="http://www.queencityjobs.com">www.queencityjobs.com</a>	Any	Local
Science	<a href="http://www.sciencemag.org">www.sciencemag.org</a>	Medicine	Medicine
Science	<a href="http://www.sciencemag.com">www.sciencemag.com</a>	Arts and Sciences	Science
Science Careers	<a href="http://www.sciencejobs.com">www.sciencejobs.com</a>	Arts and Sciences	Science
Science Magazine Online- Computer Science	<a href="http://www.sciencecareers.com">www.sciencecareers.com</a>	Technology	Technology
Soc for Ad of Chicanos & Native Americans in Scien	<a href="http://www.sacnas.org">www.sacnas.org</a>	Arts and Sciences	Science
Soc for Ad of Chicanos & Native Americans in Scien	<a href="http://www.sacnas.org">www.sacnas.org</a>	Engineering	Engineering
Society for History Education	<a href="http://www.csulb.edu/~histeach/">http://www.csulb.edu/~histeach/</a>	Arts and Sciences	History
Society for Industrial and Applied Mathematics	<a href="http://www.siam.org">www.siam.org</a>	Arts and Sciences	Mathematics
Society of American Registered Architects	<a href="http://www.sara-national.org">www.sara-national.org</a>	DAAP	Architecture

Society of Architectural Historians	<a href="http://www.sah.org">www.sah.org</a>	DAAP	Architecture
Society of Building Science Educators	<a href="http://www.sbse.org">www.sbse.org</a>	DAAP	Architecture
Society of Mexican American Engineers & Scientists	<a href="http://www.maes-natl.org">www.maes-natl.org</a>	Engineering	Engineering
Society of Women Engineers	<a href="http://www.societyofwomenengineers.org">www.societyofwomenengineers.org</a>	Engineering	Engineering
Sociology Faculty, University of Colorado	<a href="http://socsci.colorado.edu/SOC">socsci.colorado.edu/SOC</a>	Arts and Sciences	Sociology
Sociologists for Women in Sociology	<a href="http://www.socwomen.org/index.php">www.socwomen.org/index.php</a>	Arts and Sciences	Sociology
Special Libraries Association	<a href="http://www.sla.org">www.sla.org</a>	Library	Library
Teachers-Teachers	<a href="http://www.teachersteachers.com">www.teachersteachers.com</a>	Education	Teacher Education
Team Work Online	<a href="http://www.teamworkonline.com">www.teamworkonline.com</a>	Athletics	Athletics
Tech Employment	<a href="http://www.techemployment.com">www.techemployment.com</a>	Technical	Technical
Tech-Centric	<a href="http://www.tec-centric.net">www.tec-centric.net</a>	Technology	Technology
Tribal Employment Newsletter, The	<a href="http://www.nativejobs.com">www.nativejobs.com</a>	Diversity	Native American
True Careers	<a href="http://www.truecareers.com">www.truecareers.com</a> or <a href="http://www.careercity.com">www.careercity.com</a>	Any	General
Two Year College Association, The	<a href="http://www.ncte.org/groups/tyca">http://www.ncte.org/groups/tyca</a>	Clermont	English
Veterans Enterprise	<a href="http://www.veteransenterprise.com">www.veteransenterprise.com</a>	Any	General
Witt/ Kieffer	<a href="http://www.wittkieffer.com">www.wittkieffer.com</a>	Any	Administrative
Women in Astronomy Database	<a href="http://www.aas.org/~cswa/WIAD.html">http://www.aas.org/~cswa/WIAD.html</a>	Arts and Sciences	Astronomy
Women in Higher Education	<a href="http://www.wihe.com">www.wihe.com</a>	Diversity	Women & Academic
Women in Sports Careers Foundation	<a href="http://www.wiscfoundation.org">www.wiscfoundation.org</a>	Athletics	Athletics
Women in Technology International	<a href="http://www.witi.com">www.witi.com</a>	Technology	Technology
Women's Sports Jobs	<a href="http://www.womenssportsjobs.com">www.womenssportsjobs.com</a>	Athletics	Athletics
Work In Sports.com	<a href="http://www.workinsports.com">www.workinsports.com</a>	Athletics	Athletics
World History Association	<a href="http://www.thewha.org">www.thewha.org</a>	Arts and Sciences	History
Writer's Write Inc.	<a href="http://www.writerswrite.com">www.writerswrite.com</a> or <a href="http://www.writejobs.com">www.writejobs.com</a>	Arts and Sciences	Language Arts

## **APPENDIX IV – Definitions of Race Codes**

### **RACE CODE DEFINED AS:**

**A            American Indian/Alaska Native**

A person with origins in any of the original peoples of North America and who maintains cultural identification through tribal affiliation or community recognition.

**B            Black, not of Hispanic origin**

A person with origins in any of the black racial groups of Africa who is also not of Hispanic origin.

**C            White, not of Hispanic origin**

A person with origins in any of the original peoples of Europe, North Africa, or the Middle East who is not of Hispanic origin.

**R            Asian/Pacific Islander**

A person with origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. This includes, for example, China, Japan, Korea, the Philippine Republic and Samoa.

**S            Hispanic**

A person of Mexican, Puerto Rican, Cuban, South American or other Spanish culture or origin, regardless of race.