Focus on Staff Diverse Hiring

Diversity Council
Subcommittee
Subcommittee charge

• Develop strategies for recruiting, developing, & retaining staff at all levels from underutilized populations
• Identify general and demographic challenges
• Identify opportunities to increase our minority participation in all positions on campus
UA Non-Faculty Employees-Composition

• Staff
  – Clerical
  – Administrative Support
  – Skilled Trade
  – Building Services and Maintenance

• Contract Professional (CP)
  – Managers
  – Directors
  – Administrators
Break Down of UA Staff/Contract Professionals

September-09

1527, 71%

638, 29%

Contract Professional

Staff
Minority Population Comparison

US Census Bureau American Fact Finder: 05-07 US Census

UA Campus: Employee Summary (September 09)

- Summit County: 18%
- UA: 18%
UA Contract Professional Breakdown

- Total UA Contract Professionals - 638
- Total Minority Contract Professionals - 86
- Minority Contract Professional population - 13%
UA Staff Breakdown

• Total UA Staff - 1527
• Total Minority Staff - 298
• Minority Staff population - 20%
Break Down of Staff/Contract Professionals Classified as Minority at UA

September-09

- 298, 78%
- 86, 22%

- Contract Professional
- Staff
Staff (non CP) – Hiring Factors

• Less likely to relocate
  – Limited to surrounding areas
  – Lower pay ranges compared to other positions to justify relocation
  – In general, there is a large qualified pool of applicants available in the area

• Less diversity across job positions
  – Available minorities only in certain jobs based on job classification
  – Lack of required skills or education in some occasions
CP-Hiring Factors

- Nationwide Access to Applicants
  - Pool of qualified minority applicants still small
- Relocation can present barriers to increase diversity
- Lack of knowledge about the place of employment and the area
- Search Committee acting effectively and efficiently
Why is Recruitment of so essential?

• Placing an ad in a local or national paper is no longer enough

• Publicizing in minority journal does not guarantee an increase in your pool of applicants

• Just offering a decent total compensation package is not sufficient to attract a diverse and qualified pool
Recruitment Approach

• Different recruitment approach is needed to increase opportunities to attract more minorities

• Human Resources can assist in all the following:
  – Advertising where and when necessary
  – Headhunting (More Aggressive Recruitment)
  – Institutional Promotion
  – Geographic Promotion
  – Inclusive Activities
Recruit more Aggressively

• Headhunting is not rocket science. An ad will not do it all for you...
  – Sending emails asking for nominations
  – Sending job announcements in the mail
  – Making phone calls to potential candidates
  – Work with minority employees in the field to find other minorities

• Department actively involved

• Think that there is also competition-There is no time to lose or the competition will get ahead.
Promote the Institution and its Geographic area

• What is the University of Akron? Some examples:
  Colleges, Hiring Unit, People, Resources, Benefits, Future Projects

• What is in NE Ohio?
  Great network of medical facilities, variety of lifestyles (city, country, urban), low cost of living, diverse population, proximity to major US cities
Inclusive Activities

• A job offering a good salary/benefits is not enough to insure excellence and diversity within the UA’s work force
  – Must insure a feeling of community
    • Networking groups for specific minority populations
  – We need to know what are the candidate’s interests

• HR/EEO in conjunction with hiring unit can assist new hires in the transition of moving to the area
Search Committees

- Human Resources working closely with Search Committees
  - Training of Search Committees
  - Understanding their roles and responsibilities as members of a search committee
Search Committees

• Project Management in place
  – Must have a set goal and delivery date
• Committee Composition-Diversity of thoughts
• Legal and Ethical Responsibilities: Nepotism, Confidentiality, Conflict of Interest
• In order to be successful, committees must....
Search Committees

Work at:

– Institutional Promotion
– Geographic Promotion
– Inclusive Activities
  • Department involvement
  • Networking opportunities
Hiring Process

• Identify and resolve bottlenecks in process
  – Not reacting in a timely fashion
• HR has presented to Deans and Focus groups a proposal for improving the hiring process. The proposal contains as recommended the following:
  1. All positions are evaluated in HR at the beginning of the process
  2. Standardized forms for all hiring transactions
  3. Improved recruitment process including search committee assistance and training
  4. Criminal Background checks mandatory to all employees
Retention Opportunities

• Being inclusive with new hires increases employee retention
  – Consider recruiting internally
• Policies on professional development
• Policies on staff & CP taking classes
  – U of Phoenix: “our employees are also our students”
• Mentor current staff & CP
  – Internships
• Opportunities to learn new jobs
• Creating Campus Community
Human Resource

• HR as resource throughout entire process
  – Recruitment
  – Search Committees
  – Hiring Process
  – Retention Opportunities
Summary

• Use resources in place to fullest
  – HR, existing employees, peers in the field
• Continue to tweak what is here
  – HR, search committee role
• Emphasize the importance of serving
  – Working to improve UA
  – Willingness of Departments to work with HR
Questions
&
Thank you