**Recruiting and Resources for Diverse Talent**

The following websites, publications, and organizations can assist you as you develop robust, diverse pools of candidates for vacant positions.

# Harvard-sponsored recruitment options

* [**New England Higher Education Recruitment Consortium**](https://www.hercjobs.org/) **(HERC).** Developed in 2006, the New England HERC is a collaborative response of member institutions to the many challenges of academic recruitment and retention. HERC is a web-based search engine that includes faculty and staff job listings at all member institutions. This search engine is free and available to anyone seeking employment in higher education. Positions posted in Harvard Careers are automatically posted on HERC.
* [**Commonwealth Compact**](https://www.commonwealthcompact.com/)**.** Harvard is a member of this Massachusetts consortium of citizens, service providers, and employers with a shared commitment to the recruitment, hiring, management, and governance practices that include increasing the representation of people of color and women, especially in management, senior management, and board governance positions. The Commonwealth Compact website consists of a “Talent Source” section for networking, recruiting, and related items.

# Online job boards

Online advertising can enable targeted outreach to individuals interested in employers who value diversity, and to individuals seeking jobs in higher education. Before advertising on any job boards, please contact FAS Recruitment Services—they can post efficiently to a variety of sites and may also be able to obtain discounted rates.

All external Harvard Career postings are automatically posted to the following sites: VetJobs, Veterans Enterprise, Be A Hero – Hire A Hero, Job Opportunities for Disabled American Veterans, Disabled Person, The Black Perspective, Hispanic Today, Women in Business & Industry.

Urban League, GetKonnected, Asian American Civic Association, El Mundo, North American Indian Center of Boston are additional organizations Harvard advertises with. Please work with your FAS HR recruiter if you are interested in doing so.

**Organizations with a Diversity Focus:**

* <https://dib.harvard.edu/resources> On this page, click on “**Organizations with a Diversity Focus**” here you will find many organizations listed which can provide additional resources.

**Higher education-specific job posting resources with high diversity readership**

* [www.InsideHigherEd.com](http://www.insidehighered.com/) *Inside Higher Ed* Magazine reaches nearly 600,000 higher education professionals from every academic discipline and every administrative area and boasts the most diverse readership of any higher education publication. Almost 20% of the visitors to this site are minorities, and more than 50% are women.
* [https://careers.chronicle.com/](file:///C%3A/Users/angelalifsey/Downloads/%20https%3A/careers.chronicle.com/) This is a resource of the publication, *The Chronicle of Higher Education*. Although not specifically geared to diverse audiences, the site reaches a broad audience.
* [www.HigherEdjobs.com](http://www.higheredjobs.com/) This is the leading internet source for jobs and career information in academia.

Other job posting sites to consider: (typically under $250 to post):

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| [www.imdiversity.com](http://www.imdiversity.com/) | [www.womenforhire.com](http://www.womenforhire.com/) | [www.hispanic-jobs.com](http://www.hispanic-jobs.com/) |
| [www.employdiversity.com](http://www.employdiversity.com/) | [www.latpro.com](http://www.latpro.com/) | [www.blackenterprise.com](http://www.blackenterprise.com/) |
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NOTE: Many of the organizations behind these online resources sponsor job fairs and networking events that are announced on their websites.

NOTE: There are many more such professional associations - too many to list here. FAS Recruitment

Services can help you identify those that may be most fruitful for your networking and recruitment efforts.

**Diverse groups at Harvard**

Harvard’s Employee Resource Groups (ERGs), aimed at social and professional networking and advocacy can be essential resources for identifying potential candidates, and can be found here: <https://employeeresourcegroups.harvard.edu/>

* The Association of Black Faculty, Administrators, and Fellows (ABFAF).
* Harvard Association of Asian and Asian American Faculty and Administrators (HAAAAFA)
* Association of Harvard Latino Faculty and Staff
* Harvard Gender and Sexuality Caucus
* LGBT Faculty and Staff Group
* Harvard University Native American Program (HUNAP)
* Committee on the Concerns of Women (CCW)

Additional community and special interest groups can be found here: <http://hr.fas.harvard.edu/pages/community-and-special-interest-groups>

# Outside search firms

While not typical, in certain circumstances, approval is given to use an external search firm. If such a situation applies to your open position, be sure to communicate to the search firm that diversity recruitment is a critical priority. Ask the firm about their commitment to diversity, and about their experience and success in recruiting and placing diverse candidates.

Engaging with a search firm requires approval from FAS divisional leadership. In cases when approval to work with a search firm has been approved, your FAS HR Recruiter or HR Consultant can guide you through the process to obtain a contract with a search firm and ensure that the search firm’s policies, and the contract with them, meet Harvard’s affirmative action obligations.

# Build a Pipeline

There are many tools that employers can use to build a pipeline of qualified employees with disabilities. Internships, apprenticeships, job shadowing, and training programs are some of the methods to reach out to qualified persons with disabilities and give them a chance. Some excellent existing programs include the national Workforce Recruitment Program for recruiting recent graduates and students with disabilities for internships or entry-level positions, our local Massachusetts Rehabilitation Commission, and the local Work Without Limits network: <http://www.workwithoutlimits.org/.>

**Recruiting Individuals with Disabilities and Protected Veterans**

# Why is it important to recruit and hire individuals with disabilities and protected veterans?

Harvard is committed to enabling a broad community to participate in its education and research missions. In accord with this commitment and with the Americans with Disabilities Act of 1990 (ADA) and Section 504 of the Rehabilitation Act of 1973, we work to ensure equal access and provide appropriate accommodations and assistance for people with disabilities. Likewise, the University is similarly committed to ensuring equal employment opportunity to protected veterans in under the Vietnam Era Veterans’ Readjustment Assistance Act, as amended (VEVRAA).

## Disability – Compliance Obligations

Important federal requirements regarding the employment of individuals with disabilities recently became effective, requiring documented affirmative action, recordkeeping, and analysis of effectiveness. The U.S. Department of Labor has established a 7% utilization as the goal for disability employment for all federal contractors. Employers now must undertake positive outreach and recruitment, document these efforts, identify problem areas, develop action-oriented programs to address underutilization, and implement alternate or additional outreach and programs to increase the numbers of individuals with disabilities in their workforce.

## Protected Veterans – Compliance Obligations

Similarly, regulations along these same lines were also implemented, including significant new requirements for protected veterans, including a 7.2% “hiring benchmark.”

Equally important, to access the most extensive pool of talent, we need to foster an inclusive and flexible work culture that considers the needs and potential of all employees and potential employees, including the more than one in ten Americans who have disabilities. By recruiting people with disabilities, we recognize that talent has no boundaries, that workforce diversity includes people of all abilities, and that those with disabilities are experienced problem solvers with a proven ability to adapt. Likewise, Harvard recognizes that our nation’s veterans bring an extraordinary array of skills and training to the workplace.

# How to recruit individuals with disabilities

There is a wealth of resources available to help in recruiting people with disabilities. These include:

* **The Employment Assistance Referral Network (EARN)**, a program of the Office of Disability Employment Policy, U.S. Department of Labor,  [https://askearn.org/](http://www.askearn.org/index.cfm) supports employers’ talent acquisition by assisting with recruiting, hiring, retaining and advancing qualified individuals with disabilities through comprehensive online resources and links to community-based organizations serving job seekers with disabilities. EARN, a national service makes it easy to locate applicants with disabilities for any position. When EARN receives a call from an employer who wants to recruit qualified candidates with disabilities, their staff records the job description and then locates local agencies that have contact with appropriate job candidates. Once these providers are identified, EARN calls the employer back. The employer receives the appropriate contact information and may call the designated agencies to connect with applicants. The local agencies do not receive your contact information; this allows you to be in control of the process.
* **The Massachusetts Rehabilitation Commission (MRC)**, a state and federally funded agency that provides vocational rehabilitation services in Massachusetts. MRC’s goals include helping local employers find qualified workers to meet job requirements. In addition to placement services, MRC helps with on-the-job training and even provides assistance during a new worker’s adjustment period: https://www.mass.gov/mrc-employer-and-business-services (Phone: 1-800-245-6543).

## The Massachusetts Commission for the Blind (MCB)

Provides the highest quality rehabilitation and social services to individuals who are blind, leading to independence and full community participation. MCB accomplishes this critical mission by working in partnership with consumers who are legally blind, families, community agencies, health care providers, and employers. https://www.mass.gov/orgs/massachusetts-commission-for-the-blind

* **The NET: National Employment Team**  [https://www.csavr.org/the-net ,](https://www.csavr.org/the-net%20%2C) operated by the Council of State Administrators of Vocational Rehabilitation (CSAVR), provides employers with a single point of contact to qualified applicants with disabilities, and resources in the local, regional, and national marketplace. Vocational rehabilitation programs may also cover the costs of some employee accommodations.
* “**Disability Employment 101**” – a publication of the U.S. Department of Education - is a comprehensive analysis of hiring employees with disabilities that includes information about how to find qualified workers with disabilities, how to put disability and employment research into practice and how to model what other businesses have done to successfully integrate individuals with disabilities into the workforce. The guide provides information regarding Department-funded vocational rehabilitation agencies, Disability and Business Technical Assistance Centers (DBTACs), and Centers for Independent Living (CILs). It also includes checklists and various other resources: <https://www2.ed.gov/about/offices/list/osers/products/employmentguide/index.html#toc>; includes a Resources link that lists general and federal resources and a link to download the Employment 101. pdf

**Bring recent college graduates with disabilities on board**

* **The Workforce Recruitment Program**  [https://www.wrp.gov/wrp,](https://wrp.gov/LoginPre.do?method=login) a free recruitment and referral program under the Office of Disability Employment Policy, U.S. Department of Labor, which connects employers and postsecondary students with disabilities for internship opportunities, and recent graduates with disabilities for permanent employment. EARN administers this program (see above), which assists in matching these pre-screened, highly qualified students with private and public sector jobs.
* If you have summer internship opportunities or entry-level positions available, please complete and submit the form at [http://wrp.jobs/employers/.](http://wrp.jobs/employers/) EARN will provide you with resumes of qualified candidates within 3–4 business days.
* Colleges and universities have coordinators of services for students with disabilities who can be helpful in recruitment and in making accommodations.

**Recruit protected veterans and veterans with disabilities**

The VA created a **Veterans Employment Toolkit for Employers**. This toolkit provides a variety of outside resources for employers, managers or supervisors, and human resource professionals, including information about PTSD, and TBI. It also includes a link to the Department of Labor's America's Heroes at Work website, which offers on-line training, webcasts, and presentations for employers and a Hiring Veterans Toolkit as well as a TBI, PTSD and Employment Training Tool. <http://www.va.gov/vetsinworkplace/resources.asp>

* To reach out to veterans with disabilities, contact the Service Officer or Service Employment Coordinator at our local Veterans **Vocational Rehabilitation & Employment Service** <http://www.benefits.va.gov/vocrehab/index.asp>
* **A “Disability and Veterans Community Resources Directory”** was recently created and made available to employers by the U.S. Department of Labor on its website: <https://ofccp.dol-esa.gov/errd/>

This is a non-exhaustive directory of groups and organizations that are available to assist with training, recruiting, and hiring veterans and individuals with disabilities.

**Post to online job boards**

These online job boards provide assistance job seekers with disabilities:

* disABLED Person [http://www.disabledperson.com](https://www.disabledperson.com/)
* GettingHired [http://www.gettinghired.com](http://www.gettinghired.com/)
* Hire Disability Solutions [http://www.hireds.com](http://www.hireds.com/)
* Ability Jobs. Ability Jobs provides resume search and job postings capabilities for employers interested in recruiting candidates with disabilities. The database includes the resumes of tens of thousands of job seekers with disabilities, from entry level candidates to those with Ph.D’s. [http://www.jobaccess.org](http://www.jobaccess.org/)
* One More Way. One More Way is an ‘open source’ employment initiative that provides a no- fee job board and information regarding job seekers with disabilities, and the programs that support them. [http://onemoreway.org](http://onemoreway.org/); jobs are posted on http://recruitdisability.org/