



The Research Foundation for

The State University of New York

Recruitment Resources/Recommendations

Cast a Wide Net
<p>FREE RECRUITMENT RESOURCES</p> <ul style="list-style-type: none"> • Handshake – Used by many campuses. • Campus Resources – Alumni Association, Student Associations, Campus Departments, Partner with Career Services • Local Organizations – Reach out to local colleges’ career service offices or other local community groups who offer job postings. (Veterans Associations, Professional Organizations, etc..) • Free Posting Websites • Job Fair – Either host onsite, or join a local job fair through the NYS Career Center, local colleges, county, etc.. • State/Local Workforce Agencies – Local listings are available through the American Job Center Finder. Make sure to notify them that they should provide priority referrals of veterans. <p>NOT FREE</p> <ul style="list-style-type: none"> • AARP – Hire retired subject matter experts who may be looking for part-time work. • Diverse Recruitment Resources - Reach out to campus Diversity Office for diverse recruitment resources/recommendations. (ex. IMDiversity.com, Association for Women in Science, Center for Minorities and People with Disabilities in Technology, Consortium of Higher Education LGBT Resource Professionals, National Society of Black Physicists, Society of Hispanic Professional Engineers, etc..)
Sell the Research Foundation (RF)
<ul style="list-style-type: none"> • A Great Place to Work – 10 Perks of Working at the RF • Benefits Outline • Hybrid/Flexible work scheduling – When available, incorporate the language into the job posting. Be creative with use availability. • Make a Connection – Make it easy to apply, be responsive, thank them for their time, and maintain contact with prior applicants for future jobs.
Network
<ul style="list-style-type: none"> • Reach out to prior applicants, those in professional networks of the search committee, grow network at conferences for future recruitment. • Social Media– Actively recruit employees in your area by searching key words and actively reaching out on LinkedIn. • Recapture Strategies -Reach out to former employees to see if they are looking for a position or know of someone looking for a position. • Sign On Bonuses – For hard to fill positions. Only Administrative funds may be used and payment must be in line with the Salary Rules for Bonus Payments Procedure. • Employee ambassadors - encourage employees to promote the RF as a great place to work.
Internal Review
<ul style="list-style-type: none"> • Streamline Application Process – Remove redundant steps. • Adjust job requirements/Considered training – Review requirements prior to posting (ex. substitute experience for education requirements. Are there duties that can be trained if the employee have the right skill set. • Combine Roles – Look at existing population and FTEs to combine part-time work to full time work when supplemental work is available.



**The Research
Foundation for**

The State University of New York

- **Compensation Review** – *Stay competitive as possible for postings. (Make sure to review existing positions as well.)*
- **Review Sourcing Data** – *Find out which resources are giving you the most applicants for positions to spend funds wisely. Applicant tracking systems generally have this information or enrolling with [Job Elephant](#) which is service (for a fee) providing metrics for job postings to determine applicant sourcing. (Higher Ed Jobs, Indeed, and ZipRecruiter have gotten good hits)*
- **Interviewing** – *Ask behavior-based interview questions, train search committees to place value on core skills/knowledge and understand technical skills (generally) can be trained and provide them to BizLibrary for additional interview training.*