RECRUITMENT RESOURCE GUIDE

Faculty and Professional Employees

Office of

Overview of Recruitment Policy

This procedure has been developed to support Binghamton Universityõs commitment to Equal

2. Position qualifications should be reviewed carefully to assure that the description does not in itself discriminate against the selection of applicants from underrepresented groups, women, veterans and persons with disabilities.

3. Upon completion of recruitment plans, Part I: Notice of Vacancy and Recruitment Plan should be completed and sent through channels for search plans. It is important to assure that lines are available and funded prior to initiating any searches - this can be confirmed with your department or through the Human Resources Office.

4. Whenever possible, underrepresented groups, women, veterans and persons with disabilities should be included on search committees even if it is necessary to go outside the hiring unit or division to ensure the participation of such individuals.

5. Hiring Forms from ODEI are available in the Human Resources Office and online at http://binghamton.edu/odei

6. All correspondence and advertising are to include the abbreviated Affirmative Action statement:

organization, when time is of the essence, when campus operations would suffer as the result of an interim appointment, or when a person is available who is uniquely qualified for the position. By their very nature, such cases are rare, and their acceptability is measured not only against the urgency of that particular appointment, but also against overall efforts to use members of underrepresented groups, women, veterans and per sons with disabilities in the unit which has recommended appointment. Documentation of the special circumstances must be made, and, as in all other cases, the Chief Diversity Officer must approve the ODEI Hiring Form attached to such documentation.

10. Part IIa: Pre-Screening/Remote Inquiry Approval and Part IIb: Pre-Screening/Approval for Interviews of the ODEI hiring forms must be filed and approved by the Office of Diversity, Equity and Inclusion prior to any interviewing.

11. The final filing of the ODEI Hiring Forms, Part III: Recommendation of Finalist, must be completed and approved by the Office of Diversity, Equity and Inclusion prior to any hiring offer being extended to a candidate. The Office of Diversity, Equity and Inclusion will keep a copy as will the department responsible for the search.

****Other method it ɣ ᴀ ɲ ᵀ ʊ l ᴰ M ʊ ᵖ e l· ˢ with Rec ᴴ uitmente l· institi tionalIndiSciplines neˮQ ƀ ᴀ ᴰ` ᵁ ɲ MĎ Ŏ**

CAREER DEVELOPMENT CENTER continued

National Career Center Directors Benchmarking (Linked In group)
Diverse Jobs http://www.diversejobs.net
LinkedIn Talent Solutions http://talent.linkedin.com/

GRADUATE SCHOOL OF EDUCATION

Modern Languages Association (MLA) on

PHILOSOPHY

African Philosophy Resources http://pegasus.cc.ucf.edu/~janzb/afphil
American Association of Philosophy Teachers http://philosophyteachers.org
American Philosophical Association http://www.apa.org
HBCUís with Advanced Degrees in Philosophy http://www.edonline.com/cq/hbcu
Society for Women in Philosophy http://www.uh.edu/~cfreelan/SWIP
Jobs in Philosophy http://www.PhilJobs.com

PHYSICAL FACILITIES

Albany Times Union http://www.timesunion.com
Association of Higher Education Officers (APPA) http://www.appa.org
Binghamton Press & Sun-Bulletin http://www.pressconnects.com
Elmira Star-Gazette http://www.stargazette.com
New York Times http://www.nytimes.com
Post Standard (Syracuse) http://www.syracuse.com/poststandard
Rochester City news http://www.rochestercitynewspaper.com
Scranton Times Tribune http://www.thetimes-tribune.com
SUNY PPAA Listserv http://www.sunyppaa.org
The Buffalo News http://www.buffalonews.com
The Ithaca Journal http://www.ithacajournal.com
Tradeline (was FM DATACOM) http://www.tradelineinc.com

PHYSICAL THERAPY

American Occupational Therapy Association http://www.aota.org
American Physical Therapy Association http://www.apta.org
HBCUís with Advanced Degrees in Physical Therapy http://www.edonline.com/cq/hbcu

PHYSICS

American Association of Physics Teachers http://www.aapt.org
American Institute of Physics http://www.aip.org
American Physical Society http://www.aps.org
APS Education and Outreach on Minorities
http://www.aps.org/programs/minorities/index.cfm
Association of Women in Science http://www.awis.org | $, G
HBCUís with Advanced Degrees in Physics http://www.edonline.com/cq/hbcu
National Society of Black Physicists http://www.nsbp.org | $, G
Society for Advancement of Native Americans and Chicanos in Science http://www.sacnas.org
Physics Today http://www.physicstoday.org
MRS Bulletin http://www.mrs.org/bulletin

POLITICAL SCIENCE

HBCUís with Advanced Degrees in Phy

PSYCHOLOGY

American Psychological Association http://www.apa.org
Association for Psychological Science http://www.psychologicalscience.org
Asian American Psychological Association http://www.aapaonline.org
Association of Black Psychologists http://www.abpsi.org | $, G
HBCUîs with Advanced Degrees in Psychology http://www.edonline.com/cq/hbcu
International Association for Cross-Cultural Psychology http://www.iaccp.org
Society for the Teaching of Psychology http://www.teachpsych.org
Society of Indian Psychologists http://www.aiansip.org
Society for Neuroscience http://www.sfn.org
Cognitive Neuroscience Society http://www.cogneurosociety.org
Society for Research in Psychophysiology http://www.sprweb.org
Psychonomic Society http://www.psychonomic.org
Memory Disorders Research Society http://www.memory-disorders.org
International Neuropsychological Society http://www.the-ins.org
Ithaca Paper http://ithacajournal.com

PUBLIC ADMINISTRATION

American Planning Associationîs Jobs Online http://www.planning.org/jobs
ARNOVA listserv http://www.arnova.org
PMRA listserv http://www.pmranet.org
Public Service Careers http://www.publicservicecareers.org

SCHOOL OF MANAGEMENT

SUNY Provost http://www.suny.edu/provost
American Accounting Association Accounting Review http://aaahq.org/pubs/acctrev.htm
Financial Management Association http://www.fma.org
The Manufacturing and Service Operations Management Society https://www.informs.org/Community/MSOM
Decision Sciences Institute http://www.decisionsciences.org
Production and Operations Management Society http://www.poms.org
Academy of Management Placement Ad http://jobs.aomonline.org

SOCIAL WORK

Council on Social Work Education (CSWE) http://careers.cswe.org/jobseeker/search/results
National Association of Black Social Workers (NABSW) http://www.nabsw.org/mserver | $, G
National Association of Puerto Rican & Hispanic American Social Workers
http://www.naprhsw.org

SOCIOLOGY

American Sociological Association (ASA) JobBank http://www.asanet.org/employment/JobBank.cfm
Association of Black Sociologists http://associationofblacksociologists.org/jobs/ | $, G
H-Net Job Guide https://www.h-net.org/jobs/home.php

STUDENT ACCOUNTS

American Job Exchange http://www.americasjobexchange.com
New York State Organization of Bursars & Business Administrators (NYSOBBA) Listserv
http://www.nysobba.org
Career Builder http://www.careerbuilder.com

STUDENT AFFAIRS

American Academics for Higher Education http://www.aahe.org
American Association of University Women http://www.aauw.org
American College Personnel Association http://www.myacpa.org
Association on Higher Education and Disability http://www.ahead.org
College Student Educators International (ACPA) http://www.myacpa.org
Higher Ed Jobs http://www.higheredjobs.com
National Association of Student Affairs Professionals http://www.nasap.net
StudentAffairs.com http://www.studentaffairs.com
Student Affairs Administration in Higher Education (NASPA) http://www.naspa.org

STUDIO ART

College Art Association (CAA) Careers http://www.collegeart.org/careers

SYSTEMS SCIENCE and INDUSTRIAL ENGINEERING

Association of Women in Science http://www/awis.org | $, G
Council of Industrial Engineering Academic Department Heads (CIEADH)
http://www.iienet2.org/Default.aspx
IE Magazine http://www.iienet2.org/iemagazine/
Institute for Operations Research and the Management Sciences (INFORMS)
https://www.informs.org
Health Systems & Operations Research Programs
http://www.collegegrad.com
http://www.careerbuilder.com
https://jobs.phds.org/
http://www.indeed.com/hire
Society for Chicanos & Native Americans in Science http://www.sacnas.org | $, G
SSIE Linkedin and Facebook Pages
http://www.linkedin.com/groups/Binghamton-University-Industrial-Systems-Engineering-2341987
Yahoo Health Management Engineers (Group & Linked In)
http://groups.yahoo.com/neo/groups/hme/info
http://www.linkedin.com/groups/Healthcare-Management-Engineers-HME-83522

THEOLOGY and RELIGIOUS STUDIES

American Academy of Religion http://www.aarweb.org
Association of Theological Schools http://www.ats.edu
HBCUîs with Advanced Degrees in Theology/Religious Studies
http://www.edonline.com/cg/hbcu
Interdenominational Theological Center http://www.itc.edu

UNDERGRADUATE ADMISSIONS

New Jersey Association for College Admission Counseling (NJACAC) http://www.njacac.org
African American Literature and Culture Society http://www.atomicage.com/aalcs
New York State Association for College Admission Counseling (NYSACAC) http://www.nysacac.org
SUNY College Admissions Professionals (SUNYCAP) http://www.sunycap.org
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Frequently Asked Questions

Q: Do I have to use the same questions for each candidate that I am doing a pre-screen remote inquiry with?

A: No. Each candidate has different questions that need to be clarified on their application.

Q: Can we interview someone that is going to receive their degree (or will be graduating)

ODEI Contact Information

Office of Diversity, Equity and Inclusion
Library South Ground 548
Binghamton University
PO Box 6000
Binghamton, NY 13902-6000

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Fax: 607-777-6949
Email: odei@binghamton.edu
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