# XI. RECRUITMENT PLAN

## Recruitment Plan

A. At Winona State University, recruitment plans for unclassified positions are developed by each search committee, with the assistance of the AAO, in order to accommodate for the unique and specialized recruitment needs of our various divisions, colleges and administrative units. All recruitment plans are designed and implemented in accordance with federal, state, and Winona State University's affirmative action guidelines, goals, and objectives.

Recruitment for classified positions vary from unclassified positions in that classified positions are governed by their respective collective bargaining agreements and the State of Minnesota Management and Budget Office which dictates how they are recruited. Vacancies for classified positions are first posted on campus for current employee to bid on in accordance with the applicable collective bargaining agreement. If there are no successful bidders, the Affirmative Action Office will post the vacancy on the State of Minnesota's careers website. Once the posting period expires, the applicants are forwarded to the search committee for review and the position is filled in accordance with WSU's policy on affirmative action and hiring plan.

### Advertising Sources Used During Previous Year, Expenses Incurred & Results

(1) Publications. Position announcements are placed in local and national publications as well as professional discipline-specific websites, based upon the search committee's recommendation and Affirmative Action Officer's approval. Measuring the success of advertising and recruitment sources used is primarily dependent on the voluntary information provided by applicants in the *Supplemental Personnel Data* (gathered electronically for unclassified applicants in the online application system). Some applicants indicate multiple sources and some applicants choose not to answer the question related to where they saw the posting.

Below is a list of publications/websites which applicants reported viewing Winona State University (WSU) vacancies:

Academic job listserve
Academy of Criminal Justice Sciences
Academy of Management
Agency.governmentjobs.com
Alumni Email
American Association of Geographers
American Association of Physics Teachers
American Chemical Society

American College Health Association
American Football Coaches Association
American Institute of Physics
American Language Association
American Library Association
American Mathematical Society
American Philosophical Association
American Physics Society
American Political Science Association
American Public Health Association website
American Sociological Association
Art Search
Association for Student Conduct Administration
American Society for Continuing Education
Association for Education in Journalism and Mass Communication
Association for Informal Logic and Critical Thinking
Association for Women Geoscientists
Association of Departments of Foreign Languages
CareerBuilder.com
CAREERJET
Chemical and Engineering News
Chronicle of Higher Education
College Art Association
Communication Research and Theory Network listserv
Communitycollegejobs.com
Educationjobsite.com
Employment Information in the Mathematical Sciences
English as a Second Language Network
Experience.com EZlink
Geological Society of America
Geoscience Education interest group email
Geosociety.org
Glassdoor
Google
Higher Education Recruitment Consortium website
HigherEdJobs.com
Hpcareer.net
Indeed
Insidehighered.com
Insightintodiversity.com
JobNetwork Website
Jobrapido.com
Jobs for Philosophers
Jobs Minnesota
Jobs.com

Job-search-engine.com
Jobsinlacrosse.com
JobsInMadison.com
JobsInMinneapolis.com
Jobsinwausau.com
Jobsinwinona.com
JobWiki
Juju.com
La Crosse Tribune
Latinosinhighered.com
Latpro.com
Libgig.com
Library Jobs Listserv
LinkedIn
LISjobs.com
Mankato Free Press
MathClassifieds.org
Mathematical Association of America (MAA)
Mathjobs.org
Metronet Jobline
Minitex email
Minneapolis Star Tribune
Minnesota Childcare
Minnesota Libraries Jobline
Minnesota Library Association website
Minnesotadiversity.com
Minnesotajobs.com
Minnesotaworks.net
MnPals Mailing List
MnSCU
Modern Language Association
Monster.com
Myspace jobs
National Academic Advising Association
National Association of Collegiate Directors of Athletics
National Association of International Educators
National Association of Student Affairs Administrators in Higher Education
National Athletic Training Association
National Business Education Association
National Collegiate Athletic Association
National Communication Association
National Wellness Institute
North Sun Intercollegiate Conference
Northwestern.edu
Perjobs.blogspot.com

Philosophy Wiki
Phylo-Job Openings in Philosophy
Physics Today
Placement Exchange
Playbill.com
Psych Careers
Psych Jobs Wiki
Public Health Career Mart
Rochester Post Bulletin
Science
Simplyhired.com
Sociology Job Market
St. Cloud State Employment Site
St. Cloud State University Career Website
St. Louis University Public Health Job Board
Studentaffairs.com
Teachers of English to Speakers of Other Languages, Inc.
Theatre Communications Group (Artsearch)
TRiO Listserv
University of Minnesota
University of Minnesota Physics Department
University of Minnesota Sociology Department
University of Wisconsin-La Crosse career services website
University of Wisconsin-Madison Career List
University Professional and Continuing Education Association
Universityjobs.com
USAjobs.com
Wellness Council of America
Winona Daily News
Winona Post
Wisconsin Jobs
Wisconsin State Jobs website
WisconsinJobnetwork.com
Work In Sports
WSU employee

(2) Expenses: As of 6/19/2012, the Affirmative Action Office spent a total of $208,795 during FY11 and FY12 on recruitment (including candidate reimbursement of travel expenses) for classified, faculty and administrative searches. A minimum of $100,000 is budgeted for each of the upcoming search years (2012-2013 & 2013-2014). These amounts may be increased dependent upon the number of searches authorized.

(3) Results:

**SEARCH RESULTS 2010-2011 SEARCH YEAR**

| | Completed Searches | Cancelled/ Failed Searches | Number of Females Hired | Number of Males Hired | Number of Minorities Hired | Number of Individuals with Disabilities Hired |
|---|---|---|---|---|---|---|
| Administrative Searches | 0 | 0 | 0 | 0 | 0 | 0 |
| Classified Searches | 33 | 1 | 18 | 14 | 1 | 0 |
| Unclassified Searches-IFO | 10 | 1 | 7 | 3 | 1 | 0 |
| Unclassified Searches-MSUAASF | 14 | 2 | 11 | 3 | 2 | 1 |

**SEARCH RESULTS 2011-2012 SEARCH YEAR**

| | Completed Searches | Cancelled/ Failed Searches | Number of Females Hired | Number of Males Hired | Number of Minorities Hired | Number of Individuals with Disabilities Hired |
|---|---|---|---|---|---|---|
| Administrative Searches | 1 | 0 | 0 | 1 | 0 | 0 |
| Classified Searches | 10 | 1 | 6 | 4 | 1 | 0 |
| Unclassified Searches-IFO | 20 | 8 | 14 | 6 | 2 | 0 |
| Unclassified Searches-MSUAASF | 4 | 1 | 3 | 1 | 0 | 0 |

Note: 11 positions are still in progress as of the collection of this data
Note: Searches reported are probationary/tenure track/permanent positions.

NOTE: Information on persons with disabilities and individuals of minority status are reported on a volunteer basis. As such, accurate figures are not available.

B. Other Methods Used to Recruit for Positions During Report Period:

(1) Search committees complete the Affirmative Action Recruiting Plan (Appendix F). The Affirmative Action Office places ads based on this plan.

(2) Unclassified positions are posted on Minnesotajobs.com, Minnesotadiverity.com and MnSCU Employment Opportunities.

(3) The Notice of Vacancy (position announcement) is accessible via the following WSU web sites:

http://www.winona.edu/affirmaction
http://www.winona.edu/humanresources

(4) The Notice of Vacancy is sent to historical African American colleges and universities, women's colleges, tribal colleges, and colleges/universities in the region. See (Appendix G) for a complete listing.

C. Job Fairs Attended During Previous Year and Projected Attendance at Fairs for Upcoming Affirmative Action Plan Period:

WSU has not attended job fairs, and at this time we do not anticipate participating in any job fairs during 2012-2014. However, faculty and administrators actively recruit at discipline-specific and higher education national and regional conferences.

D. Projected Hiring Opportunities for Upcoming Period and Strategies to Recruit for Those Positions:

(1) Recruiting Strategies for Upcoming Positions

(1) AAO will continue to work with search committees to develop individual search strategies. All advertisements will be placed as recommended by the respective search committees, in addition to any locations recommended by AAO.

(2) Emails sent to African American colleges/universities, women's colleges and tribal colleges for each probationary unclassified search.

(3) Job vacancy postings for both classified and unclassified positions will be placed on WSU website.

(4) AAO will continue to work closely with and encourage deans, department heads, and search committee members to use formal and informal networks to make employment opportunities know.

(5) Encourage faculty to network at their regional and national conferences as well as during their professional travels.

E. Methods to Improve Recruitment of Persons with Disabilities:

(a) Individuals who apply for positions are asked to fill out the Supplemental Personnel Data for Affirmative Action Recruitment form (Appendix H) number 3 of the form inquires if individuals are disabled. Number 7 asks individuals how they learned about the vacancy. This information is analyzed and used to set recruiting strategies for the following year.

(b) Notices of vacancies are sent to the local Workforce Center and are placed on their national job bank where persons with disabilities may access the information.

(c) All applicant interviews are held in accessible locations.