XI. RECRUITMENT PLAN

A survey of this component demonstrates the extent to which recruitment plans are decentralized to accommodate the unique and specialized recruitment needs of our various divisions, colleges and academic departments. The recruitment plans are designed and implemented in accordance with all federal and state affirmative action guidelines, goals and objectives.

Advertising

Attached as Appendix H is a report detailing Minnesota State University, Mankato’s advertising efforts. Specific to the report are advertising sources used during the previous two years for unclassified employment positions, expenses incurred and the results of their use measured by the number of respondents.

Based on the data collected from voluntary return forms and sources listed in various recruitment plans, Minnesota State University, Mankato advertises in numerous publications. As a general rule, MSU will continue to utilize the Chronicle of Higher Education, local presses, minority publications and various other sources unique to the individual divisions, colleges and academic departments, for the implementation of our university’s recruitment plans.

Other Recruitment Methods

Unclassified Employees

An analysis of Minnesota State University, Mankato’s recruitment methods also indicates an efficient use of recruitment methods other than paid print advertising. Electronic media sources have proven to yield excellent recruitment success. MSU continually strives to expand publication of vacancy notices by posting them consistently on the following Internet websites: Minnesota State University, Mankato Academic and Administrative Job Postings; Higher Ed Jobs On-Line; and the Minnesota State Colleges and Universities Human Resources Website. Other job specific websites are used, as appropriate.

Minnesota State University, Mankato also utilizes listserv technology, mailings, personal networking opportunities, recruiting consultants and conference attendance to expand our recruitment efforts. These recruitment methods are particularly useful in aiding and encouraging our current employees to make appropriate referrals when vacancies become available.

Classified Employees

Union agreements and the Department of Employee Relations dictate recruitment for classified staffing. Vacancies for classified positions are posted on campus for current employees to bid on as per union contract. If a successful bidder is not hired, MSU then notifies the Department of Employee Relations requesting a certification list of eligible candidates. This request indicates if there are disparities for protected groups in the
particular job group. The Department of Employee Relations list indicates which candidates fall into one of the protected groups. These candidates then are considered for classified employment at MSU in accordance with all affirmative action goals and objectives.

Job Fairs

Because recruitment efforts for unclassified faculty and administrative positions are largely dependent upon national search efforts, job fair participation is not a viable recruitment option. Furthermore, MSU typically utilizes information available from the Department of Employee Relation’s testing and certification process, not job fairs, in the search for qualified applicants for classified positions.

Projected Hiring Opportunities

For information regarding projected hiring opportunities please reference the Goals and Timetables component of this plan (Attachment B). Therein is a summary of the goal units/job groups that have disparities and for which protected group(s) those exist. The projected hiring opportunities communicated therein have been determined based on potential turnover and staffing forecasting. Strategies and methods for recruiting for these positions could include, but might not be limited to the following:

- Publishing vacancy notices in publications specifically designed for women, people with disabilities and people of color;
- Use of advertising sources targeted towards women, people with disabilities and people of color;
- Sending employment vacancy notices to organizations serving protected group members;
- Encouraging personal networking opportunities and professional conference attendance to aid current employees in making appropriate referrals; and
- Utilizing recruitment methods, not only specific to protected group members, but also specific to the diverse needs of MSU’s individual departments, colleges and divisions.

Recruiting and hiring individuals as described in the Department of Employee Relations Internship Administrative Procedures 21E.

At Minnesota State University, Mankato, an internship is a supervised work experience related to a specific academic program. The general objective of this program is to allow students, including protected group members, to gain academic credit and/or field experience to reinforce the choice of one’s major field of study. A variety of internships are available in local, state and federal government agencies, public service organizations, and private business. Interested students should address inquiries to internship advisors in the academic departments of their choice. Students are expected to participate actively in choosing and organizing their internship in coordination with the internship coordinator/faculty member and the on-site agency representative. Departments are expected to keep in mind affirmative action principles when filling internship positions.
Recruiting persons with disabilities

Minnesota State University, Mankato, has, utilizing suggestions from the Minnesota Department of Employee Relations, identified the following methods to improve recruitment of persons with disabilities:

- Inform the public that MSU provides reasonable accommodation in accordance with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act.
- When disseminating vacancy announcements, MSU strives to include those organizations and agencies that are utilized by people with disabilities.
- Establish appropriate working relationships with agencies and organizations that are utilized by people with disabilities.
- Include pictures of people with disabilities performing work-related duties on MSU publications and advertisements.

It is our firm belief that Minnesota State University, Mankato actually has many more employees in our workforce who have a qualifying disability. However, since we have to rely only on self reports, the numbers appear quite small.

Supported Employment

Minnesota State University, Mankato has always offered Supported Employment as an option. However, to date no employee has accessed this option. Minnesota State University, Mankato will continue to offer Supported Employment as an option should it be requested in the future.