**Use as a Recruitment Resource**

- All UI faculty, P&S, and postdoctoral positions posted on Jobs@IOWA will be automatically uploaded to the HERC job board (http://www.hercjobs.org/central-midwest/index.html). You don’t need to take any action for this to happen.
- For unique, hard-to-fill positions, contact Angie Johnson, Office of the Provost, or Adam Potter, University HR, to gain access to the national resume/CV database of registered jobseekers on the HERC website.
- Inform job candidates of UI’s commitment to recruiting a diverse faculty/staff, assisting dual-career couples, and providing a campus community in which employees can “Build a Career|Build a Life.” Provide a copy of the “Build a Career|Build a Life” hand-out in packets and/or provide candidates with a link to the .pdf: http://provost.uiowa.edu/build-a-career-build-a-life.
- Imbed the Central Midwest HERC logo or “Build a Career|Build a Life” logo on your website in locations that jobseekers may visit to learn about campus. For logo options, please contact Diane Finnerty, Office of the Provost.
- Inform search committee members about the resource and encourage them to inform candidates about the Central Midwest HERC as a resource for dual-career couples.
- Include a statement on your employment website, job announcements and in recruitment ads that reads: “We understand that employment decisions often involve two careers. To assist in recruiting the most talented and diverse faculty and staff, our institution is a member of the Central Midwest Higher Education Recruitment Consortium (HERC). For information about open positions for your spouse/partner that are within a commutable distance of our campus, visit the Central Midwest HERC website at www.centralmidwestherc.org.”

**Encourage Use of Student Career Resources**

- Encourage students to create a HERC jobseeker account to upload their resume/CV, sign up for job alerts and HERC’s Higher Ed Careers SmartBrief: http://www.hercjobs.org/jobseeker_tools/.
- Place a HERC logo with “Create Your Account” on student-focused websites. For logo options, please contact Diane Finnerty, Office of the Provost.

**Realize Membership Discounts and Benefits**

- Access vendor discounts, including discounted advertising in diversity-focused publications and online media, discounts with national non-profit organizations, including attendance at higher education minority association conferences, and other human resource related resources. See the Buyer’s Guide - Exclusive Member Offers.
- Share the professional development webinar calendar throughout your organization and register at no charge for webinars of interest: http://www.hercjobs.org/jobseeker_tools/webinars/. Participate in the webinar individually or host a group session.

**Serve as a Regional Collaborator**

- Contact Central Midwest HERC members on other campuses when you have a dual-career need. Our Central Midwest HERC colleagues may be aware of upcoming employment opportunities or temporary appointments in the spouse/partner’s discipline that aren’t yet advertised.
- Be receptive to setting up informational interviews for dual-career spouse/partners when other campuses contact us.
- Make recommendations of contacts at regional colleges, universities, and affiliated employers in Iowa, eastern Nebraska and western Illinois who might be interested in joining the Central Midwest HERC. The regional network grows stronger with each new institution that joins and adds their job openings to the site.

For more information, contact:
Diane Finnerty, Assistant Provost for Faculty and Interim Director, Central Midwest HERC
director@centralmidwestherc.org or (319) 335-3991