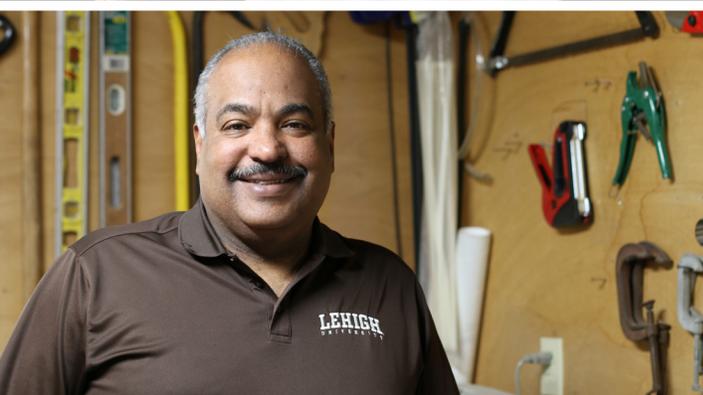


# Diversity Recruitment

## A Resource Guide



Where Passion Meets Possibility



LEHIGH  
UNIVERSITY

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## How To Use This Guide

The information provided in this document includes resource material for diversity recruitment and hiring. Recruitment sources are intended to help expand the pool of candidates and effectively target desired groups. Included are local, regional and national organizations as well as resources recommended by supervisors currently at Lehigh. The guide also presents strategies and tools to aid in addressing diversity issues in the interview process.

Please take a few minutes to review this guide to help you prepare for the hiring process. We welcome your questions and are available to assist as you work to fill your position. Please contact **Aubrie Fenicle** (extension 8-5020).

# Our Commitment To Diversity and Inclusion

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The intellectual diversity of our students, faculty, and staff is a key ingredient for achieving a diverse community on our campus. Academic excellence requires a learning community in which people of different backgrounds and perspectives join in the pursuit of knowledge and truth. Lehigh University is determined to prepare students to succeed in the world, and in a nation, where multiple viewpoints offer challenges and enrich our lives. Thus, Lehigh University will continue to make it a top priority to make our campus community more diverse for study and work.

Creating an inclusive diverse community can be achieved through the focused efforts of each of us and is the responsibility and accountability of the leadership on every level.

## **Our Diversity Mission Statement**

Lehigh University, an institution committed to educational excellence and learning, will actively promote an inclusive community that values, affirms, and advances the diverse backgrounds, interests, experiences, and aspirations of all its members.

Achieving diversity at Lehigh requires working toward building a community that is more reflective of our society. Fostering a campus culture that embraces diversity will advance the intellectual and social vitality of the Lehigh community, and confirm the symbiotic relationship between diversity and academic excellence.



Diversity in our faculty, students, and staff is an important source of Lehigh's intellectual capacity and is crucial to Lehigh University's mission.

## The Principles of our Equitable Community

Lehigh University is first and foremost an educational institution, committed to developing the future leaders of our changing global society. Every member of our community has a personal responsibility to acknowledge and practice the following basic principles:

- We affirm the inherent dignity in all of us, and we maintain an inclusive and equitable community.
- We recognize and celebrate the richness contributed to our lives by our diverse community.
- We promote mutual understanding among the members of our community.
- We confront and reject discrimination in all its forms, including that based on age, color, disability, gender identity, genetic information, marital status, national or ethnic origin, political beliefs, race, religion, sex, sexual orientation, socio-economics, veteran status, or any differences that have been excuses for misunderstanding, dissension, or hatred.
- We affirm academic freedom within our community and uphold our commitment to the highest standards of respect, civility, courtesy, and sensitivity toward every individual.
- We recognize each person's right to think and speak as dictated by personal belief
- and to respectfully disagree with or counter another's point of view.
- We promote open expression of our individuality and our differences
- within the bounds of University policies.
- We acknowledge each person's obligation to the community
- of which we have chosen to be a part.
- We take pride in building and maintaining a culture that is founded on these principles of unity and respect.

# Part I: Recruiting a Diverse Pool of Applicants

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## Diversity Recruitment Checklist

The following is a list of significant check points you should be aware of during the various stages of your recruiting efforts. As you move through the hiring process, be sure to refer back to this checklist.

- Assess the current diversity numbers** within your stem or department to determine areas where attention is needed. These figures should be provided to you in your initial recruitment meeting. If they were not, contact Aubrie Fenicle (extension 8-5020).
- Work with Human Resources to **develop an advertising plan** to target those areas you have identified for special attention. Your plan could include social media ads, outreach to community organizations and listservs.
- Two weeks after your position has been posted**, you will receive an EEOC report from Human Resources notifying you of the diversity of your applicant pool. Assess these figures to determine if you need more outreach to reach Lehigh's expectation of at least 12 percent diversity within the applicant pool.
- Once you have screened the applicant pool and selected interview candidates, a second EEOC report will be run to **ensure that the finalist pool also reflects an appropriate level of diversity (12 percent)**.
- Prior to the interview process, **consider the diversity of the group involved in interviewing candidates**. Including diverse staff members in the process can help put candidates at ease and promote Lehigh's commitment to inclusion.
- Also, prior to interviewing candidates, review Part II of this guide -- Bias in the Search Process. This will help you to **identify some of your unconscious biases**. We recommend taking the free unconscious bias test at <https://implicit.harvard.edu/implicit/education.html>.
- When developing your interview questions, review "Questions That You May Or May Not Ask" on page 8 of this guide to **ensure you are not asking questions that could infringe on a protected class** of individuals.
- As you make your final selection**, consider the following: Will your vice president or dean agree that you made a conscious effort to attract diverse candidates? Are your reasons for eliminating any female or diversity candidates free of bias?



Each vacancy is an opportunity to support Lehigh's diversity initiative.

# Strategies For Expanding The Applicant Pool

Increasing diversity should be a significant component of the recruiting process. As a hiring manager you should be asking yourself the following questions:

- How does Lehigh define diversity?
- What can I do to attract, recruit, develop, and retain qualified diverse applicants and employees to Lehigh?
- What are the current levels of diversity within my stem or department?
- What areas of diversity should we develop further?

The first step in increasing diversity in hiring at Lehigh is to expand the diversity of our applicant pools. Below are a number of tactics that can be implemented to accomplish this goal.

- Contact Human Resources for a diversity plan tailored to your current departmental diversity statistics
- Seek internal referrals
- Attend regional events
- Become involved in the chamber of commerce
- Volunteer your services with the local CareerLink and non-profit organizations
- Seek external referrals from community groups, churches, and professional associations
- Expand your diversity network by hosting events such as seminars, open houses and networking sessions targeting diversity-oriented community organizations
- Network with former Lehigh employees who left the organization in good standing
- Establish and maintain contact with former candidates who were not selected for employment but who were good candidates
- Expand the list of targeted diversity colleges and universities for recruitment
- Circulate a calendar of women and minority focused professional conferences for employees to attend to expand their networks.

## Diversity Advertising

With each position posting, HR partners with the hiring department to advertise the position in the following publications:

- Black Perspective
- Careerlink
- Disabled Person
- Disability Solutions at Work
- Employ Diversity
- Hire Our Heroes
- Hispanic Today
- Job Opportunities for Disabled American Veterans
- Rally Point
- US Military Pipeline
- VetJobs
- Veterans Enterprise
- Women for Hire
- Women in Business and Industry

Human Resources places these ads and the cost is divided equally between HR and the hiring office.



# How We Practice Diversity and Inclusion

Lehigh University is one of the largest employers in the region and was recently ranked the top midsize employer in Pennsylvania by Forbes. The university is an affirmative action/equal opportunity employer and does not discriminate on the basis of age, color, disability, gender, gender identity, genetic information, marital status, national or ethnic origin, race, religion, sexual orientation, or veteran status. Lehigh University provides comprehensive benefits including partner benefits.

At Lehigh, we know that a statement of non-discrimination must be reinforced through practice. Below are some of the many ways in which our employees and University leadership work to foster and enhance an inclusive and diverse community specifically with reference to staff and faculty.

## Office of Diversity, Inclusion and Equity

Led by the Vice President for Equity and Community, this office oversees developing and implementing a comprehensive plan to enhance and build on Lehigh's efforts to advance its commitment to a more diverse and inclusive campus.

## Diversity and Inclusion Pathways

**VISIONS** workshops for inclusive leadership

**CITE** trainings including implicit bias in the hiring process

**Inclusion Insights** diversity training from Human Resources

**LUAlly** LGBTQ+ training resources from The Pride Center

## Employee Affinity Groups

The Faculty and Staff of Color Network

The Pride Network

## The Council For Equity and Community

Faculty, staff, and students serve as a campus community resource and agent of cultural change.

## Diversity and Inclusion Working Groups

Twenty five groups encompassing the majority of units at the university provide broad sustained engagement.

## Part II: Diversity and Bias In the Search Process

### Questions During The Search Process

Questions of the nature indicated below that are not job-related are **inappropriate and illegal** during all phases of the search process.

- Race
- Religion/religious beliefs
- Creed
- Sex
- Sexual Orientation
- Marital status
- Maiden name
- National origin
- Ancestry
- Date of birth/age
- Medical or mental health history
- Height, weight, or physical characteristics (unless the information is job-related)
- Membership in professional or civic organizations that would reveal national origin, race, gender, religion, sexual orientation or any of the other protected classes under fair employment practice laws
- Military service history
- Disability
- Previous address
- Receipt of unemployment insurance, worker's compensation, or disability benefits
- Foreign languages (unless required by the position)
- Family planning, child care situation or number of children
- Past rejection from bonding
- Credit score unless position requires a credit check.

Be aware of these guidelines when you begin communicating with candidates.



# Diversity and Bias In The Search Process

## Questions That May Or May Not Asked During An Interview

Category	May Ask	Potentially Discriminating
Gender and family issues	<ul style="list-style-type: none"> <li>If applicant has relatives already employed by the organization</li> </ul>	<ul style="list-style-type: none"> <li>Gender of applicant</li> <li>Number of children</li> <li>Marital status</li> <li>Spouse's occupation</li> <li>Child care arrangements</li> <li>Health care coverage through spouse</li> </ul>
Race	<ul style="list-style-type: none"> <li>NOTHING</li> </ul>	<ul style="list-style-type: none"> <li>Applicant's race or color of skin</li> </ul>
National origin or ancestry	<ul style="list-style-type: none"> <li>Whether applicant has a legal right to be employed in the US</li> <li>Ability to speak/write English fluently (if job-related)</li> <li>Other languages spoken (if job-related)</li> </ul>	<ul style="list-style-type: none"> <li>Ethnic association or surname</li> <li>Birthplace of applicant or applicant's parents</li> <li>Nationality, lineage, national origin</li> <li>Nationality of applicant's spouse</li> <li>Whether applicant is a citizen of another country</li> <li>Applicant's native language</li> <li>Maiden name (of married women)</li> </ul>
Religion	<ul style="list-style-type: none"> <li>NOTHING</li> </ul>	<ul style="list-style-type: none"> <li>Religious affiliation</li> <li>Religious holidays observed</li> </ul>
Age	<ul style="list-style-type: none"> <li>If applicant is over age 18</li> <li>If applicant is over age 21 if job-related</li> </ul>	<ul style="list-style-type: none"> <li>Date of birth</li> <li>Date of high school graduation</li> <li>Age</li> </ul>
Disability	<ul style="list-style-type: none"> <li>Whether applicant can perform essential job-related functions</li> </ul>	<ul style="list-style-type: none"> <li>If applicant has a disability</li> <li>Nature and severity of of handicap</li> <li>Whether applicant has ever filed a worker's compensation claim</li> <li>Recent or past surgeries and dates</li> <li>Past medical problems</li> <li>Inquiries regarding leaves of absences</li> </ul>
Other	<ul style="list-style-type: none"> <li>Academic, vocational, or professional schooling</li> <li>Training received in the military</li> <li>Membership in any union or trade or professional association</li> <li>Job references</li> </ul>	<ul style="list-style-type: none"> <li>Number and kinds of arrests</li> <li>Convictions, unless job-related</li> <li>Height or weight except if a bona fied occupational qualification</li> <li>Veteran status, discharge status, branch of service</li> </ul>

Source: *HR Comply-Managing Human Resources in the New Century; Recruiting/Retaining & Terminating Employees*

# Bias In The Interview

## Factors That Bias Interviews

Diversity is multilayered and multidimensional. Being aware of each dimension of diversity and of the kinds of biases that exist can help those evaluating candidates avoid making snap judgments and inappropriate decisions.

## Types of Bias

**Affect Bias:** If the candidate appears to like the interviewer, the interviewer rates the candidate higher.

**Cultural Noise:** Failing to distinguish between responses of candidate that are socially acceptable rather than factual; candidate will give responses that are politically correct but not revealing.

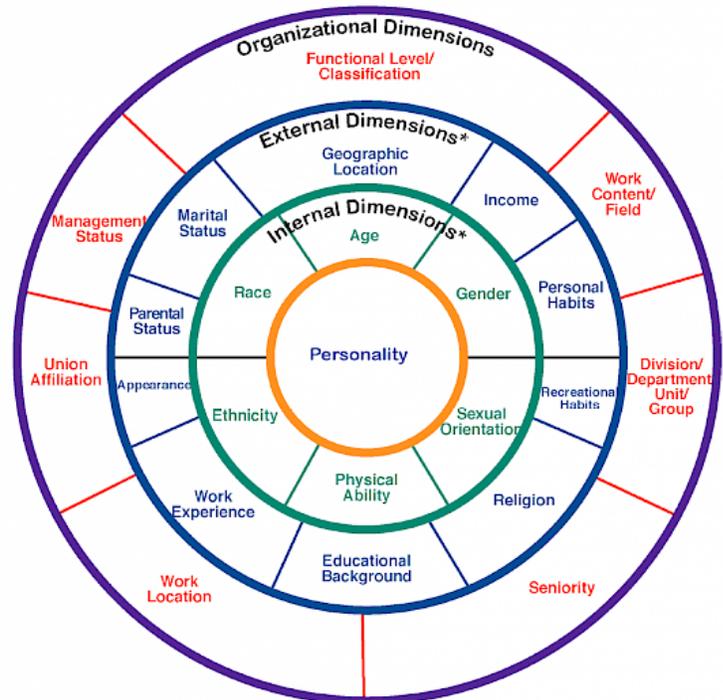
**Halo/Horn Effect:** Allowing one strong point that interviewer values highly to overshadow all other information. When this works in the candidate's favor, it is the halo effect; when it works against the candidate, it is the horn effect.

**Negative Information:** Weighing negative information higher than positive to screen out a candidate.

**Physical Characteristics:** When more physically attractive candidates receive a higher score.

**Similar-to-me Effect:** Rating those who are like the interviewer higher than those who are unlike the interviewer.

## The Four Layers of Diversity



## Ways To Eliminate Bias

- Set criteria in advance •
- Identify questions in advance and tie them to criteria •
- Use the same interviewers throughout the process •
  - Ask the same questions of all candidates •
- Develop a consistent interview agenda for all candidates •
- Educate interviewers on position, process and questions •
  - Use the same evaluation form for all candidates •
- Conduct reference checks consistently and have the same person conduct all reference checks •

# Bias In The Interview: About Disabilities

## What Is The Americans With Disabilities Act (ADA)?

The Americans With Disabilities Act applies to all organizations with 15 or more employees. It requires organizations to make reasonable accommodations of disabilities in the workplace and prohibits discrimination based on disability.

Both the Pennsylvania Human Relations Act (PHR Act) and the Americans with Disabilities Act (ADA) provide that an employer may not ask about the existence, nature, or severity of a disability and may not conduct medical examinations until after it makes a conditional job offer to the applicant. This ensures that the applicant's hidden disability is not considered prior to the assessment of the applicant's non-medical qualifications. At this time in the pre-offer state, employers may ask about an applicant's ability to perform specific job-related functions.

## What is a Disability?

An applicant or employee is "disabled" under the ADA if the employee can demonstrate that they have a "physical or mental impairment that substantially limits one or more major life activities."

## Accommodating Disabilities: What is a Reasonable Accommodation?

Modifying or adjusting a job application process, a work environment, or the circumstances under which a job is usually performed to enable a qualified individual with a disability to be considered for the job and perform its essential functions.

## When Does Disability Discriminations Occur?

Disability discrimination occurs when:

- Employment decisions are based on an employee's disability, record of a prior disability, or the perception of a disability;
- An employee is subjected to harassment based on their disability; or
- An employer fails to make a good faith effort to reasonably accommodate a disabled employee or applicant.

## How Do I Interview an Applicant with a Disability?

When interviewing any job applicant, you may only ask questions related to qualifications for the job and the person's ability to perform the essential job functions, regardless of whether the applicant is disabled.

Before conducting interviews, be sure you are familiar with the position's job functions and needs. It is helpful to have a position description with you during the interviews. Additionally, get the latest information from Human Resources. Regulations regarding interviewing practices are frequently revised by the Equal Employment Opportunity Commission (EEOC).

## Examples of Acceptable Inquiries:

- Can you perform the functions of this job with or without reasonable accommodations?
- Please describe/demonstrate how you would perform these functions.
- How well can you handle stress?
- Can you meet the attendance requirements of this job.
- Do you have the required licenses to perform this job?

## Examples of Unlawful Inquiries:

- Do you have (name of disease)?
- Do you have a disability which would interfere with your ability to perform the job?
- Do you get ill from stress?
- How many sick days did you take last year?
- Why do you need a wheelchair?
- Have you ever filed for workers' compensation?
- Have you ever been injured on the job?
- Have you ever been treated for drug or alcohol



# Bias In The Interview: Religion and Race

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## **Religious Discrimination**

Religious discrimination involves treating a person (an applicant or employee) unfavorably because of his or her religious beliefs. The law protects people of all faiths, regardless of whether or not that faith is practiced within an organized religion or is a sincerely held religious, ethical or moral belief.

Religious discrimination can also involve treating someone differently because that person is married to (or associated with) an individual of a particular religion or because of his or her connection with a religious organization or group. (<http://www.eeoc.gov/laws/types/religion.cfm>)

## **Some Examples of Religious Discrimination**

Religious discrimination may occur when a manager:

- Refuses to hire, promote, transfer, or otherwise utilize an employee based on a belief that the employee's religious practices will interfere with his/her ability to handle overtime
- Refuses to hire an individual based on a belief that the person's religion will make other employees uncomfortable
- Refuses an employee's request for time off for a religious observance and cannot show that it would have harmed the organization to have allowed it
- Makes inappropriate remarks about an employee's religion, or allows other employees to make jokes or comments that create a hostile work environment based on religion

## **Minimizing the Risk of Religious Discrimination**

- Avoid religious jokes, personal inquiries, and other comments about religion in the workplace
- Base your employment decisions on objective criteria, such as seniority, merit, performance, and job qualifications, without regard to the employee's religion
- Avoid making assumptions about an employee's abilities, career goals or intentions based on their religion

- Never arrange events that would force employees to engage in religious practices
- Remember that you have a responsibility to attempt to accommodate an employee's request regarding religious observances -- this involves a variety of considerations including cost, disruption to business operations, and how the organization has handled past request.

## **Racial Discrimination**

Race discrimination involves treating someone (an applicant or employee) unfavorably because he/she is of a certain race or because of personal characteristics associated with race (such as hair texture, skin color, or certain facial features). Color discrimination involves treating someone unfavorably because of skin color complexion.

Race/color discrimination also can involve treating someone unfavorably because the person is married to (or associated with) a person of a certain race or color or because of a person's connection with a race-based organization or group, or an organization or group that is generally associated with people of a certain color.

Discrimination can occur when the victim and the person who inflicted the discrimination are the same race or color. ([http://www.eeoc.gov/laws/types/race\\_color.cfm](http://www.eeoc.gov/laws/types/race_color.cfm))

## **Minimizing Racial Discrimination**

- Base employment decisions on business-related criteria such as seniority, merit, performance, and job qualifications
- Apply all policies consistently
- Never make assumptions about a candidate or employee based on their race

# Bias In the Interview And Wrapping Up The Search

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## **Sex Based Discrimination**

Sex discrimination involves treating someone (an applicant or employee) unfavorably because of that person's sex.

Sex discrimination also can involve treating someone less favorably because of his or her connection with an organization or group that is generally associated with people of a certain sex.

Discrimination against an individual because of gender identity, including transgender status, or because of sexual orientation is discrimination because of sex in violation of Title VII. (<http://www.eeoc.gov/laws/types/sex.cfm>)

## **Age Discrimination**

While it is legitimate for an employer to consider job candidates' experience, the employer may not consider age unless there is a legal minimum age requirement for the position. Legal maximum ages, such as those for commercial pilots, are very rare and seldom apply to educational institutions.

Age discrimination involves treating someone (an applicant or employee) less favorably because of his or her age.

The Age Discrimination in Employment Act (ADEA) only forbids age discrimination against people who are age 40 or older. It does not protect workers under the age of 40, although some states do have laws that protect younger workers from age discrimination.

- Did you use the Diversity Checklist throughout your search and selection process?
- What was the representation of multicultural professionals in the pool?
- Did your final pool have an adequate representation?
- Was advertising done, and if so, where?
- Did you utilize recruitment sources targeting multicultural professionals?
- Did you follow the same selection criteria for all candidates?
- Was your decision based on concrete selection criteria, free from bias, and were the applicants each evaluated by the same criteria?
- Have you contacted HR to ensure that you've completed all necessary procedures?

It is not illegal for an employer or other covered entity to favor an older worker over a younger one, even if both workers are age 40 or older.

Discrimination can occur when the victim and the person who inflicted the discrimination are both over 40. (<http://www.eeoc.gov/laws/types/age.cfm>)

## **National Origin and Citizenship**

An institution may not discriminate in hiring on the basis of national origin. However, it may ask whether a candidate is legally eligible to work in the United States.

National origin discrimination involves treating people (applicants or employees) unfavorably because they are from a particular country or part of the world, because of ethnicity or accent, or because they appear to be of a certain ethnic background (even if they are not).

National origin discrimination also can involve treating people unfavorably because they are married to (or associated with) a person of a certain national origin or because of their connection with an ethnic organization or group.

Discrimination can occur when the victim and the person who inflicted the discrimination are the same national origin. (<http://www.eeoc.gov/laws/types/nationalorigin.cfm>)

## **Wrapping Up A Search**

Before you finalize the search process, ask yourself these questions.

## Part III: Diversity Resources

### Community-Based Organizations

<p>AARP Foundation SCSEP 10 E Church St Bethlehem, PA 18018 610-865-3002 fax: 610-865-1017</p>	<p>Bethlehem Area Vocational Technical School Connie Muschko 3300 Chester Avenue Bethlehem, PA 18020 muschkoc@bavts.org www.bethlehemavts.org 610-866-8013 ext. 103</p>	<p>Blindness and Visual Services Kelly Rau, Vocational Rehab Supervisor 300 G Laird Street Wilkes Barre, PA 18702 krau@state.pa.us 570-826-2361, ext. 205 Fax: 570-826-2538</p>
<p>Carbon Career &amp; Technical Institute David Reinbold, Administrative Director dreinbold@carboncti.org 570-325-3682 x- 1512</p>	<p>Career Institute of Technology Adrienne Jones, Supervisor of Career &amp; Technical Education 5335 Kessler'sville Road Easton, PA 18042 jones@citvt.com 610-258-2857</p>	<p>Easton Area Neighborhood Center 902 Philadelphia Road Easton, PA 18042 610-253-4253 Fax: 610-253-9321 help@eastonanc.org</p>
<p>Hispanic Center of the Lehigh Valley 520 East 4th Street Bethlehem, PA 18015 610-868-7800 ext 225 Fax: 610-8684096 vmontero@hclv.org</p>	<p>Lehigh Carbon Community College Tina Moyer, Dir of Career Development 4525 Education Park Drive Schnecksville, PA 18078 610-799-1136 Fax: 610-799-1527 cmoyer@lccc.edu www.collegecentral.com/lccc</p>	<p>Lehigh County Career &amp; Technical Institute Jan Klevis, Dir of Continuing Education 4500 Education Park Drive Schnecksville, PA 18078 610-799-1318 Fax: 610-799-1813 klevis@lcti.org www.lcti.org</p>
<p>McCann School of Business Briana Davis Director of Career Services briana.davis@mccann.edu</p>	<p>NAACP Allentown Chapter Daniel Bosket, Branch President P.O. Box 9418 Allentown, PA 18105 610-797-1107</p>	<p>NAACP Bethlehem Chapter Esther Lee, President 627 Cherokee Street Bethlehem, PA 18017 610-866-2078 lanelee@aol.com www.bethnaacp.org</p>
<p>Northampton Community College Karen Veres, Dir Career Services 3835 Green Pond Road Bethlehem, PA 18020 610-861-5344, ext 5352 Fax: 610-861-5374 kveres@northampton.edu</p>	<p>Northampton Community College New Choices/New Options 3835 Green Pond Road Bethlehem, PA 18020 610-861-4555 Fax: 610-332-6308 careers@northampton.edu</p>	<p>ProJeCt of Easton Janice Kornisor, Executive Director 320 Ferry Street Easton, PA 18042 610-258-4361, ext 22 Fax: 610-258-7502 tharper@projecteaston.org</p>
<p>Team PA Career Link/Lehigh Valley 1601 Union Boulevard, POB 20490 Lehigh Valley, PA 18019 610-841-1171 Fax: 610-434-4122</p>	<p>Turning Point of the Lehigh Valley 444 E. Susquehanna Street Allentown, PA 18103 610-797-0530 Fax: 610-797-0585 loris@turningpointlv.org</p>	<p>VIA of the Lehigh Valley Vicki Henshaw Director of Employment Services v.henshaw@vianet.org 610-317-8000 x- 472</p>

# Diversity Resources

## Diversity, General and Technical Websites

Organization	Website	General Information
Academic Careers	academiccareers.com	Global academic job site for teaching, education, research and professional jobs in education and academia
Academic Keys	academickeys.com	The higher ed job site for academics
Be A Hero Hire A Hero	beahero-hireahero.com/	Focuses on creating a network of strategic alliances in corporate, educational and military resource based partnerships preparing veterans for a seamless integration from military to civilian life by providing the necessary foundation for success.
Black Enterprise	blackenterprise.com	Forum for African American business people.
The Black Perspective	blackperspective.com	Promotes diversity and inclusion in America's employment and education. Spreads awareness of issues and opportunities concerning the African-American community and connects them with employers who foster affirmative action and equal opportunity.
Careerbuilder.com	careerbuilder.com	One of the nation's largest online job boards
Careerlink	cwds.pa.gov/CWDSOnline	Provides access to Pennsylvania workforce development and independent living services provided by the Departments of Labor & Industry and Human Services
Career Women	careerwomen.com	E-recruiting network of premier niche sites that help employers find top quality women, diversity and MBA candidates.
CASE	case.org	CASE is an international association of educational institutions
Chronicle of Higher Education	chronicle.com Email: jobs@chronicle.com	The number one source of news, information and jobs for college and university faculty and administrators
Chronicle of Philanthropy	philanthropy.com	Connects the nonprofit world with news, jobs and ideas
CUPA-HR	cupahr.org	CUPA-HR is higher ed HR. They service higher education by providing the knowledge, resources, advocacy and connections to achieve workforce excellence.
DICE	dice.com	Job source for IT professionals
disABLEDperson, Inc.	disabledperson.com	Job opportunities for disabled individuals
Diverse Issues in Higher Education	diverseeducation.com	Source of news, information and insights on full range of issue concerning diversity in American higher education
Diversity Careers Online	diversitycareers.com	Careers in engineering and information technology. Offers free resume database.
Diversity, Inc.	diversityinc.com	Diversity Inc brings education and clarity to the business benefits of diversity.
EACUBO	www.eacubo.org	Promotes effective and ethical business and financial administration in colleges and universities

# Diversity Resources

## Diversity, General and Technical Websites

Organization	Website	General Information
Educause	educause.edu	Promotes information technology in higher education
Equal Opportunity Publications' Career Center for Workforce Diversity	eop.com	Website for seven workforce diversity career magazines: <ul style="list-style-type: none"> <li>• Equal Opportunity</li> <li>• Woman Engineer</li> <li>• Minority Engineer</li> <li>• Careers and the Disabled</li> <li>• Workforce Diversity</li> <li>• Hispanic Career World</li> <li>• African-American Career World</li> </ul>
Higher Education Recruitment Consortium (HERC)	hercjobs.org	HERC was established to promote collaboration on addressing faculty and staff dual career outreach on campuses.
Higher Ed Jobs	higheredjobs.com	All Lehigh exempt positions are posted to this site
Hire Diversity	hirediversity.com	A leading online service for diversity recruitment and career development
Hispanic Outlook in Higher Education	hispanicoutlook.com email: angel.rodriguez@hispanicoutlook.com	News source for the higher education community
Hispanic Today	hispanic-today.com	Spreads awareness of issues and opportunities concerning the Hispanic-American community Connects them with employers who foster affirmative action and equal opportunity
Historically Black Colleges and Universities	hbcu.com	Dynamic college listings
IMDiversity	IMDiversity.com	A career and self development site devoted to serving the career-related needs of underrepresented minorities.
Inside Higher Ed	insidehighered.com	Online source for news, opinion, and jobs for all of higher education
Intix	intix.org	A nonprofit membership organization for the entertainment ticketing industry
JOFDAV	jofdav.com	Job opportunities for disabled American veterans
Latinos in Higher Education	latinosinhighered.com	Latino professional employment website for the higher education community
LatPro Network	latpro.com	Can post jobs for 60 days, registration required
Lehigh Valley Careers	lehighvalleyppaonline.com/lvjobs.html	
Lincoln Technical Institute	lincolntech.com 610-398-5300	
Monster.com	monster.com	Online job listings
The Multicultural Advantage	multiculturaladvantage.com	Coverage of workplace issues and trends relevant to underrepresented professionals
Nations Jobs	nationsjobs.com	

# Diversity Resources

## Diversity, General and Technical Websites

Organization	Website	General Information
<b>Saludos</b>	saludos.com	Connecting Hispanic bilingual professionals with companies seeking diversity in the workplace
<b>Student Affairs</b>	studentaffairs.com	Website for student affairs professionals
<b>Veterans Enterprise</b>	veteransenterprise.com	Dedicated to the employment, education, and advancement of America's proud servicemen and women
<b>VetJobs</b>	vetjobs.com	VetJobs services makes it easy to reach transitioning military, National Guard, Reserve Component Members and veterans that have separated over the last several decades
<b>Welder Training and Testing Institute</b>	welderinstitute.com mike@welderinstitute.com 610-437-9720	Offers students occupational training and certifications leading to employment in the welding field
<b>Women in Business</b>	wib-i.com	Dedicated to promoting women's rights in America's employment and education.
<b>Women in Higher Education</b>	wihe.com career@wihe.com	Monthly practitioner's news journal aimed at enlightening, encouraging and empowering women on campus

## LVAIC Colleges Career Services

Institution	Website	Contact
<b>Cedar Crest College</b>	cedarcrest.edu/career	To post a job, send email to career@cedarcrest.edu
<b>DeSales University</b>	https://www.desales.edu/career-success/about-the-department	To post a job, send email to careerservices@desales.edu
<b>Lafayette College</b>	https://gateway.lafayette.edu/	To post a job, send email to crozier@lafayette.edu
<b>Moravian College</b>	home.moravian.edu/public/career/	To post a job, send email to thecareercenter@moravian.edu
<b>Muhlenberg College</b>	muhlenberg.edu/main/aboutus/careercenter	To post a job, send email to careers@muhlenberg.edu 484-664-3533

# Diversity Resources

## Minority Professional Associations

Organization	Website	General Information
<b>National Business and Disability Council</b>	<a href="http://viscardicenter.org/services/nbdc">viscardicenter.org/services/nbdc</a>	Resource to integrate people with disabilities into the workplace. Must be a member to post jobs
<b>National Society of Black Engineers</b>	<a href="http://nsbe.org">nsbe.org</a>	Student-managed organization. Must create an account to post a job
<b>Society of Women Engineers</b>	<a href="http://societyofwomenengineers.org">societyofwomenengineers.org</a>	Must create an account to post a job
<b>Women in Technology and Industry</b>	<a href="http://witi.org">witi.org</a>	Organization for tech savvy women

## Historically Black Four Year Colleges and Universities

Alabama A&M University <a href="http://aamu.edu">aamu.edu</a>	Alabama State University <a href="http://alasu.edu">alasu.edu</a>	Albany State University <a href="http://asurams.edu">asurams.edu</a>
Alcorn State University <a href="http://alcorn.edu">alcorn.edu</a>	Allen University <a href="http://allenuniversity.edu">allenuniversity.edu</a>	Arkansas Baptist College <a href="http://arkansasbaptist.edu">arkansasbaptist.edu</a>
Barber-Scotia College <a href="http://b-sc.edu">b-sc.edu</a>	Benedict College <a href="http://benedict.edu">benedict.edu</a>	Bennett College <a href="http://bennett.edu">bennett.edu</a>
Bethune-Cookman <a href="http://bethune-cookman.edu">bethune-cookman.edu</a>	Bowie State University <a href="http://bowiestate.edu">bowiestate.edu</a>	Central State University <a href="http://centralstate.edu">centralstate.edu</a>
Cheyney University of Pennsylvania <a href="http://cheyney.edu">cheyney.edu</a>	Clark Atlanta University <a href="http://cau.edu">cau.edu</a>	Coppin State College <a href="http://coppin.edu">coppin.edu</a>
Dillard University <a href="http://dillard.edu">dillard.edu</a>	Fisk University <a href="http://fisk.edu">fisk.edu</a>	Fort Valley State University <a href="http://fvsu.edu">fvsu.edu</a>
Grambling State University <a href="http://gram.edu">gram.edu</a>	Howard University <a href="http://howard.edu">howard.edu</a>	Lane College <a href="http://lanecollege.edu">lanecollege.edu</a>
LeMoyne-Owen College <a href="http://loc.edu">loc.edu</a>	Lincoln University of Missouri <a href="http://lincolnu.edu">lincolnu.edu</a>	Meharry Medical College <a href="http://mmc.edu">mmc.edu</a>
Morehouse College <a href="http://morehouse.edu">morehouse.edu</a>	Morgan State University <a href="http://morgan.edu">morgan.edu</a>	Morris Brown College <a href="http://morrisbrown.edu">morrisbrown.edu</a>
Savannah State University <a href="http://savannahstate.edu">savannahstate.edu</a>	Spelman College <a href="http://spelman.edu">spelman.edu</a>	Tuskegee University <a href="http://tuskegee.edu">tuskegee.edu</a>