

EXTERNAL COMMUNICATION AND RECRUITMENT STRATEGIES

(Section 46a-68-80)

September 2023

This section was found to be in compliance in the previous filing and there were no proposals or recommendations.

Subsection (a)

UConn Health has developed means of recruiting goal candidates for current positions.

During this Plan year, UConn Health continued to evaluate and modify its recruitment and hiring procedures. This was done in recognition that many of its affirmative action goals can only be realized if the selection procedure successfully supports the institution's efforts to hire and promote affirmatively. The employment application process and the required forms are identified on the Human Resources (HR) [website](#). **Exhibit # 1.**

HR staff work with hiring managers to ensure the best strategies for recruitment are utilized to achieve a more diverse workforce. All efforts to recruit qualified goal applicants are documented by HR in the iGreentree system and are reviewed prior to any offer of employment to ensure that good faith efforts have been made in the recruitment process.

All job openings are posted on UConn Health's [website](#) and printed copies are e-mailed to the collective bargaining units by HR. Walk-in applicants can use a computer in the HR reception area to access the website to view and apply for open positions. Both the online and printed postings have a description of the vacancy, minimum education and experience requirements and the beginning salary level.

HR receives numerous phone calls daily regarding employment in all areas of UConn Health. All HR staff have the knowledge and ability to provide information to callers regarding how to apply for positions at UConn Health as well as other state agencies.

All Faculty and Director and above positions are required to have formal search committees and to develop detailed strategies for the recruitment of qualified goal applicants. Some of these strategies included identifying networking activities such as national meetings and contacting colleagues at other institutions to identify candidates interested in UConn Health positions. A resource web page is located on the OIE website to provide search committees with information about search committee responsibilities for recruitment, evaluation, candidate recommendation, affirmative action, and equal employment opportunity requirements. **Exhibit # 2.**

Subsection (b)

UConn Health has put itself on public record as an Affirmative Action and Equal Employment Opportunity Employer. Consistent with that posture:

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- 1) Written expressions of UConn Health's commitment to affirmative action and notice of job availability are sent regularly to recruiting sources and organizations, which can refer qualified applicants for employment. All job postings and advertisements include a statement that UConn Health is an Equal Employment Opportunity/Affirmative Action Employer. The statement is also included on job postings on the website where applicants apply for current positions. Copies of the position postings are kept on file with each plan year and are available for review upon request.
- 2) Notice that UConn Health is an affirmative action and equal employment opportunity employer was sent to all unions that represent agency employees for collective bargaining purposes. This notice, sent to the contacts at the bargaining units represented at UConn Health, contained an invitation to review and comment upon UConn Health's Affirmative Action Plan and copies of all affirmative action/equal employment related policies. A sample along with the list of unions is included in **Exhibit # 3**.

Subsection (c)

UConn Health initiates and undertakes vigorous, positive relationship-building activities to ensure that affirmative action is more than a paper commitment. UConn Health has worked to secure ongoing relationships and develop additional recruiting sources while cultivating outreach recruitment programs and maintaining contact with protected class members and resource agencies. Consistent with that effort:

- 1) UConn Health's recruitment activities included posting ads at conferences, utilizing member-directed networks and affinity groups, occupational related magazines, professional journals, publications, and web pages of associations. This past year we also attended several recruitment fairs at higher education facilities as well as the Urban League. **Exhibit # 4** includes a list of recruitment sources that were utilized.
- 2) UConn Health actively encouraged search committees to engage in proactive and non-traditional recruiting to target goal applicants. Specifically, search committees are encouraged to recruit amongst existing professional networks as well as research new recruiting sources they may not have traditionally considered. A high emphasis is placed on direct professional networking and recruiting of promising applicants, particularly those from goal applicant populations. Hiring managers are asked about their contacts, membership with professional organizations, organizations addressing women's issues, minority group issues, or any other related organizations in an effort to broaden UConn Health's recruitment sources.
- 3) UConn Health's Office of Health Career Opportunity Programs' top priority for the Schools of Medicine and Dental Medicine is to recruit and retain students from diverse groups who are underrepresented in American health care professions. The Office actively recruits underrepresented medical and dental students and supports those who are enrolled throughout the academic year. This program continues to be a source of

applicants for vacancies at UConn Health. For information concerning the program, please see **Exhibit # 5**.

During the Affirmative Action Plan reporting period, UConn Health successfully achieved several of its goals in many of the categories/classifications, thereby upholding its commitment toward achieving parity in the workforce. UConn Health supports affirmative action and diversity in the workplace, actively seeks applicants from all sectors of the population and takes seriously the commitment to develop a workforce that reflects the diversity of the client population it serves.