

Dual Career and Community Resources Program: Frequently Asked Questions

What is the Dual Career and Community Resources Program?

James Madison University's Dual Career and Community Resources Program offered by the Office of Human Resources eases the transition of moving to a new community by providing essential support to new and prospective faculty, staff, and their families. The ability of a spouse or partner to find employment and for the family to become engaged in the community are crucial elements in the recruiting and onboarding process. HR developed this detailed program to encourage couples and families to embrace JMU and its surrounding community.

The program offers services and information focused on two key components: *Dual Career Services* and *Community Resources*. Dual career services are available to help jumpstart the employee's spouse/partner's local job search. Community resources is a gateway to campus and community that will help to make the transition to our area as smooth as possible for both the new employee and their families. Consultation and support is offered through the Recruitment Specialist in the Office of Human Resources.

Who is eligible for the program service?

The program is available to the families of prospective employees in the final stages of the recruiting process or recently hired full-time faculty or staff members relocating to the area.

Who do I contact about the Dual Career and Community Resources Program?

Please contact Alicia Proctor, HR's Recruitment Specialist, with any questions, comments or concerns. You can reach her at proctoan@jmu.edu or 540-568-7203

Dual Career Services

Who is eligible for dual career services?

You are eligible for dual career services if you are part of a recruitment effort or the spouse/partner of a full-time faculty or staff member and are relocating to the area. Dual career services are provided to the spouse/partner for period of up to one year from the employee's date of hire at the university or when employment is secured, whichever comes first.

What does dual career services offer?

- General information on employment in the region
- Referrals to job networking and career development resources
- Job search guidance, resource and contact information on employment opportunities with local/regional employers
- Assistance with resume and interview preparation
- Guidance in applying for positions at JMU and navigating the JobLink website www.jmu.edu/humanresources/emp/joblink.shtml in accordance with JMU hiring policies and procedures

How do I request dual career services?

You may request these services by contacting Alicia Proctor, Recruitment Specialist, proctoan@jmu.edu, 540-568-7203. You may also contact your spouse/partner's employing department and ask them to put you in contact with Alicia. You will be asked to complete a dual career services intake form to help us provide you with the best possible assistance.

How long will you assist me in my job search?

Dual career services are only offered for one year or until you secure employment, whichever comes first.

In the future, can I utilize dual career services again?

Dual career services may only be used once to find initial employment.

Will I be given preferential treatment for open positions at JMU?

Our program does not compromise the normal hiring or search process and cannot interfere with the hiring policies or procedures of the university. We can help you navigate the JobLink system and provide a letter of introduction to the associated department acknowledging your participation in the program.

Am I guaranteed job placement through this program?

Our goal is to provide liaison assistance to eligible participants regarding their search for employment. We are glad to offer professional advice with regard to a participant's career search and are committed to assisting dual career couples. We will do everything possible to assist you in your job search but can neither create jobs nor intervene in an employer's hiring practices. It is the expectation of the program that participants manage their own career search.

Can the program help me find employment outside of James Madison University positions?

The program will most certainly assist with employment outside of the university. JMU maintains a network of business contacts in the community and surrounding area to assist you in your job search. Through the program, you can obtain resource information about the

local business community, job openings and introductions to contacts of interest for informational interviewing purposes.

Can you help me if I only want to secure part-time employment?

Yes, the program offers all of the same assistance to those candidates who are seeking part-time employment.

What if I am not yet eligible to work in the U.S.?

If you are waiting for authorization to work, you can still secure information about local employers and job opportunities. You can start researching options and we can be better prepared to assist you when you secure proper authorization.

If I secure employment, can I use the Dual Career and Community Resources Program Administrator as a reference?

The program does not provide references for those we assist. References given to potential employers should be those who can speak with a great degree of validity about your past professional contributions, accomplishments and success. Colleagues in your particular field or previous supervisors are the best references.

Are there jobs in the Harrisonburg-Rockingham County and Shenandoah Valley area?

Our area continues to grow and expand. There are diverse industries in the valley from healthcare/biomedical and manufacturing/construction to insurance and finance organizations. The Shenandoah Valley's rich farming history and vast recreational offerings have also led to increased opportunities in agritourism and hospitality. In addition to JMU, there are four institutions of higher learning within reasonable driving distance from Harrisonburg for those looking for academic positions. Keep in mind that this is not yet considered a major metropolitan area and searching for employment may require patience and persistence.

Community Resources

What does community resources offer?

The program is designed to decrease the stress of relocating by having basic useful knowledge available for prospective or new employees. We are available to answer questions, provide information and offer referrals to campus and community contacts on a variety of areas including housing; real estate; child care services; local schools; area maps; local and nature attractions; local dining; sports and recreation; and downtown information.

How can I learn about life on campus and around town?

There are many people, resources and services available to assist and support you as you settle in and make your unique contribution to JMU and your new community. The Office of

Human Resources has access to a number of community and campus resources. Personalized assistance and folders of community resource materials are available and can be obtained by contacting the Recruitment Specialist, Alicia Proctor, proctoan@jmu.edu, 540-568-7203.

Where do I find information about events taking place in the community?

A wide variety of events take place right here at JMU. You can check out our main events calendar at www.jmu.edu/events/. Performing arts events at JMU are listed at www.jmu.edu/forbescenter and information about sporting events can be found at www.jmusports.com. Also, The Harrisonburg Visitor's Center, located at 212 South Main Street and the Harrisonburg Rockingham Chamber of Commerce at 800 Country Club Road are excellent resources to utilize. They have information on downtown events, children's activities, family fun, and outdoor adventures.

I may require a resource that is not listed, what do I do?

The Recruitment Specialist, Alicia Proctor, proctoan@jmu.edu, 540-568-7203 will be happy to assess and respond to your specific request.