

# Dual Career and Community Resources Program:

## Information for Search Committees and Hiring Managers

### 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](mailto:proctoan@jmu.edu) or 540-568-7203

### How can the program help our department during our search?

James Madison University recognizes the importance of attracting and retaining the very best professionals in the field of higher education. 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. The Office of Human Resources developed this program to complement your recruiting and retention efforts.

JMU HR Recruitment Specialist, Alicia Proctor, [proctoan@jmu.edu](mailto:proctoan@jmu.edu), 540-568-7203 is available to provide your department with dual career and community resources and materials to give to potential and new hires who request it. You can also request folders with campus and community information that can be personalized and given out during the interviewing process or upon hire.

### **When should I refer a candidate to the Dual Career and Community Resources Program?**

The candidate may be referred to the program during the final stages of the recruiting process or upon hire.

### **What are the steps of the referral process?**

The referral process is very straight forward: it is either self-referral or a department may refer a candidate and can be made by contacting the Recruitment Specialist.

### **Do I need to provide information on the Dual Career and Community Resources Program to all newly hired employees?**

This program is intended for the families of newly hired faculty and staff who will be relocating to this area to work at JMU.

### **Will this program create a position for my newly hired employee's spouse/partner?**

While the program provides invaluable support in job search efforts, the university cannot guarantee job placement for family members. The program will offer connections and guidance, but will not interfere with JMU hiring policy or practices.

Hiring managers and members of search committees involved in recruiting will need to balance their desire to be encouraging to candidates about the university's commitment to working on dual career issues, and the need to avoid creating the perception that we can guarantee the spouse/partner a job. It is important to provide realistic but positive information about the job possibilities inside and outside the university depending on the spouse/partner's field and interests.

### **Where does the Dual Career and Community Resources Program fit into the university's organizational structure?**

The program is offered by the Office of Human Resources, located in the Wine-Price Building on the JMU north campus at 752 Ott Street and is administered by the Recruitment Specialist, Alicia Proctor, [proctoan@jmu.edu](mailto:proctoan@jmu.edu), 540-568-7203.