DUAL CAREER ASSISTANCE PROGRAM (STAFF ASSISTANCE)

GUIDELINES & PROCEDURES

The Office of the Provost, in partnership with Human Resources, offers assistance to the spouses/partners of newly hired faculty and senior executive staff. The Program seeks to support the University's mission to attract and retain outstanding faculty and staff. We recognize that behind many top candidates stand equally strong spouses/partners who accompany them to the University.

This Program is designed to offer advisory assistance to an eligible participant’s self-directed career search. There is no guarantee of employment. Participation in the Program is available by referral only and should meet eligibility criteria (see eligibility).

GUIDELINES

These guidelines are written as a tool for providing structure in offering dual career assistance at Purdue University. Dual career assistance may be provided as a piece to the recruitment plan in the search for new faculty or senior executive staff; or the Program may be utilized shortly after a new faculty member or senior executive staff secures employment with the University. Referral for dual career assistance must come from the hiring department’s Dean, Department Head, or Vice President.

If dual career assistance is going to be utilized as a piece in the recruitment plan for a particular position, it should be made available to all candidates in the employment search at either the interview stage or the offer of employment stage. When providing information about the Dual Career Assistance Program to candidates, verbiage similar to the following should be utilized, “Purdue University supports the efforts of dual career transitions and has such a Program designed to assist in these efforts. Your sharing of an interest related to a spouse/partner seeking employment at Purdue or in the surrounding community will not in any way affect your consideration of employment. If you have such an interest or need, it would be appropriate to notify the hiring manager/search committee chair at the time an offer of employment is made, should such an offer be extended. Details regarding Purdue’s Dual Career Assistance Program can be sought at our Program’s website.”

If the selected candidate makes the hiring manager/search committee chair aware of their dual career interest or need, then careful follow-up may ensue and must remain completely separate from the original offer of employment. Requests for participation in this Program can be made during the recruitment of the candidate or shortly after they have secured employment with the University. At the point of request, this becomes a separate recruitment activity and is directed only at achieving assistance for the spouse/partner of the prospective/newly hired employee.

If such a request for assistance is made, the hiring department’s Dean, Department Head, or Vice President should then follow up with the appropriate University Dual Career Representative depending on the interest area of the Program participant:

**Faculty and Academic Appointments**
Beverly Davenport Sypher, PhD
Vice Provost for Faculty Affairs
Office of the Provost
765-496-3509
bdsypher@purdue.edu

**Staff Appointments**
Melissa Martin, PHR
Employment Specialist
Human Resources
765-494-6239
melissam@purdue.edu
Reminders

- Contact your Dual Career Representative with any questions/concerns about dual career issues.
- Do not inquire or entertain conversations with candidates about legally protected areas such as marital status, sexual orientation, religion, etc... during the employment selection process.
- Do not allow employment decisions to be affected by a candidate’s expressed interest in dual career opportunities or by legally protected areas such as marital status, sexual orientation, religion, etc...

PROCEDURES

Staff Position Assistance Procedures

1) Advisory/Liaison Assistance
   a. Once a Participant is identified and the Dual Career Representative is notified by the appropriate Dean, Department Head, or Vice President; an initial informational meeting is scheduled with the Participant. The next steps and services are then customized to the Participant.
   b. Goals of the Staff Dual Career Assistance Program
      i. Empower the participant with the tools to manage their own career search.
      ii. Increase the possibilities for participant to secure employment.
      iii. Offer advisory support throughout participation in the Program.
   c. Services Available to Participants in the Staff Assistance Program
      i. a designated Human Resources contact to whom participants can turn to in relation to their career search at Purdue;
      ii. liaison between participant and potential hiring department;
      iii. advice to participants on University salary ranges;
      iv. networking assistance within Purdue and external to Purdue;
      v. resume composition advice;
      vi. interviewing skills advice;
      vii. job search advice (i.e. how to use the Purdue employment system, CareerBuilder, etc; or where locally a candidate may consider employment);
      viii. referral for career counseling, if needed; and
      ix. advisory support.

2) Waiver Placement
   a. A vacancy is realized (or created) through a collaborative effort that is led by the hiring department of the original hire AND that original hire’s spouse/partner is identified to fill the vacancy.
      i. Waiver of posting procedures must be followed and Director of Talent Acquisition must approve the request.
      ii. Faculty Bridge Program may be utilized for select positions only.