

Tips on How to Implement an Effective Affirmative Action (AA) Program

- 1) Be knowledgeable about the history and philosophy behind AA (see Department of Labor website for information: www.dol.gov/dol/topic/hiring/affirmativeact.htm).
- 2) Work with your AA Officer to ensure that hiring managers are aware of the various roles of the Officer and OEO, for instance:
 - a. Consulting with the hiring manager throughout the process.
 - b. Attending a search committee meeting to discuss recruitment procedures.
 - c. Ensuring that Tufts faculty and staff are aware of key openings and seeking their help in locating applicants who are women or are from underrepresented groups.
- 3) Allocate a portion of search funds to advertise to and seek out minority candidates.
- 4) Work with HR recruiters and advertise in periodicals widely circulated among women, minorities, and disabled persons.
- 5) Ask colleagues to suggest women and candidates of color.
- 6) Hold meetings/trainings at least once a year regarding issues of AA and Diversity in your area.
- 7) Make Equal Opportunity/AA a part of performance evaluation.
- 8) Set up incentive programs for Managers to seek out and hire a diverse workforce.
- 9) Ensure diversity in recruitment, promotion and career development opportunities.
- 10) Meet or exceed 3 goals taken from the annual Affirmative Action Plan (meet with OEO to help set realistic and meaningful goals).

OEO IS HERE TO HELP!!!!

You are not expected to do this all on your own!

The Office of Equal Opportunity and Affirmative Action can provide the following affirmative action program services for the Tufts Community:

- ❖ Departmental Work Force Analysis report distribution
- ❖ Faculty and Staff Minority Recruitment Advertisement Listings
- ❖ Consultation services for hiring managers & AA Officers on conducting a diverse job search
- ❖ Training for departments on issues such as *Hiring for a Diverse Workforce*, *Working and Thriving in a Diverse Environment*, and *How to Implement Incentive Programs for Successful Affirmative Action Efforts*

Please contact us at (617) 627-3298 or see our web site at www.tufts.edu/oao