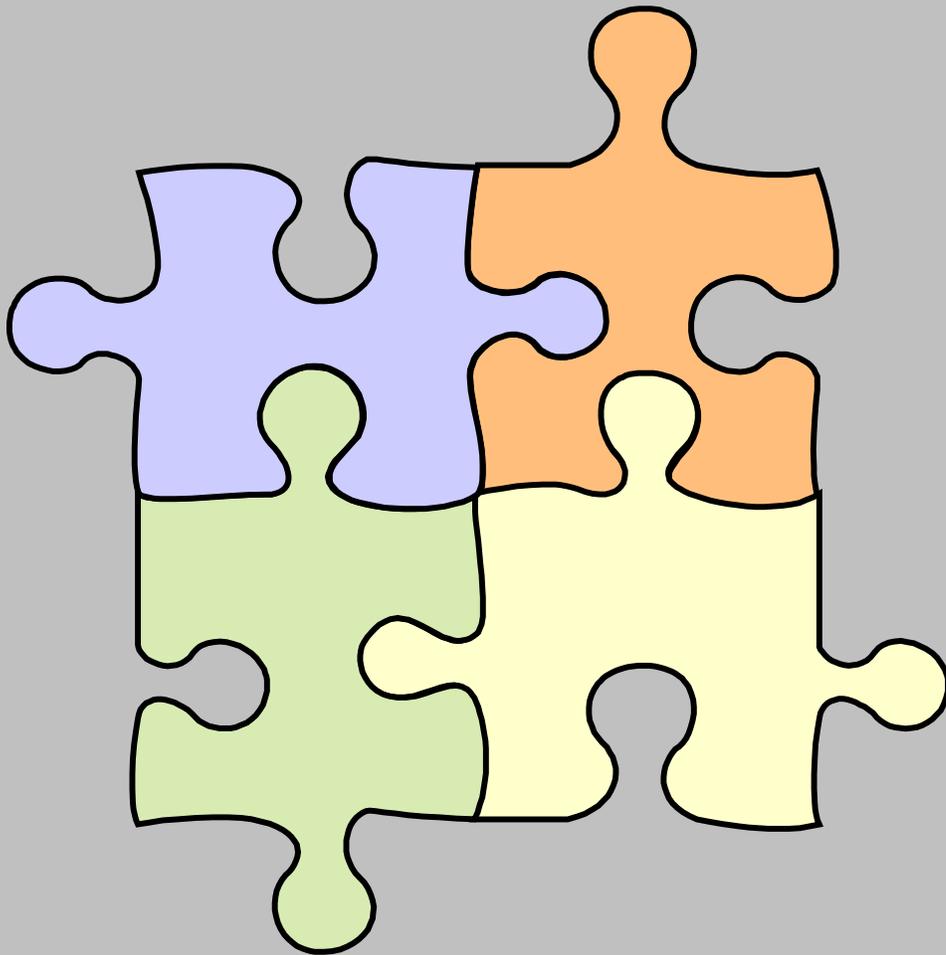


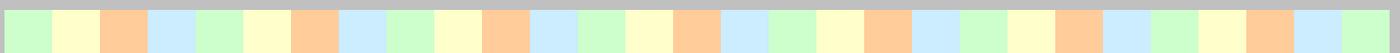
Tompkins County Diversity Recruitment Resource Guide



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*by the Subcommittee of the Workforce Diversity and Inclusion
Committee*

Subcommittee Team: Leslyn McBean Clairborne, Chair, Kristina Belanger, Patricia Carey, Audrey Cooper, Marcia Fort, Satomi Hill, Shawn Martel-Moore, Larry Roberts, and Constance Thompson



Diversity Recruitment Resource Guide

The following resources are a sample of proactive, low-cost, high-impact diversity recruitment resources, in and around Tompkins County. A collaborative outreach approach between Human Resources & Department Managers is recommended to achieve maximum results.

Remember, Diversity Recruitment is not about numbers, but relationships. Nurture the internal and external collaborative relationships, and you are bound to see results in your applicant pools.

Roles & Responsibilities

Personnel: Lead recruitment resource and hiring manager strategy partner.

- Proactively make initial contact via telephone or in person with each organizational/resource lead. Take a few moments to share the County's commitment to diversifying their workforce and your interest in partnering with the organization in doing so.
- Inquire as to whether or not there are opportunities for you to partner with the organization. (Presentation at organizational meetings, participation in organizational events, planning a tour of your facility for members interested in employment with your organization, providing Civil Service Exam information or practice testing sessions, etc.)
- Encourage Department heads to share their employment opportunities with members of the organization or resource via e-mail, web posting, word of mouth, etc.
- Maintain bi-weekly (electronic, phone or web-based) contact with talent (candidates), to update them on department events, current or upcoming opportunities.

Department Heads or Assigned Manager: Lead strategist and active partner in outreach.

- When contacting organizations to share your career opportunities or inquire about outreach partnership opportunities, provide your direct contact information so that interested [talent](#) (candidates) may contact you directly for questions and you may request permission to add them to your contact list.
- Maintain bi-weekly (electronic, phone or web-based) contact with talent, to update them on department events, current or upcoming opportunities.

Affinity Groups

Organization	Target Audience	Resources and/or Events of Interest
<p>Ithaca Asian American Association P.O. Box 4016 Ithaca, NY 14850 Web: www.ithaca3a.org</p> <p>Sivilay Somchanhmvong <i>President</i> E-mail: ss88@cornell.edu</p>	<p>Asian and Asian American community in Ithaca and surrounding areas.</p>	<p><u>Communication Resources</u> Membership List-serv Association Website Membership meetings</p> <p><u>Partnership Opportunities</u> Lunar New Year Celebration Asian Heritage Month Celebration Asian Heritage Award Dinner Dragon Boat Festival</p>
<p>Latino Civic Association P.O. Box 6532 Ithaca, NY 14851 Telephone: 607.277.8699 Web: www.latinocivicassociationtc.org</p> <p>Carlos Gutierrez <i>President</i> E-mail: guty1250@twncny.rr.com</p>	<p>Latino's in Ithaca and the surrounding areas.</p>	<p><u>Communication Resources</u> Membership List-serv Website Newsletter Membership meetings</p> <p><u>Partnership Opportunities</u> Annual Summer Event Latino Heritage Month Celebration Annual Holiday event</p>
<p>Delta Sigma Theta Sorority Alumnae Chapter</p> <p>Schelley Michell-Nunn E-mail: snunn@twncny.rr.com</p>	<p>Professional women of color in the Ithaca and surrounding areas.</p>	<p><u>Communication Resources</u> Membership List-serv Membership meetings</p> <p><u>Partnership Opportunities</u> Annual scholarship events Regional conventions</p>
<p>Alpha Kappa Alpha Sorority Omicron Nu Omega Graduate Chapter P.O. Box 4754 Ithaca, NY 14852</p> <p>Wilma Martin E-mail: wsm1@cornell.edu</p>	<p>Professional women of color in the Ithaca and surrounding areas.</p>	<p><u>Communication Resources</u> Membership List-serv Membership meetings</p> <p><u>Partnership Opportunities</u> Annual scholarship events Regional conventions</p>
<p>CU American Indian Program 450 Caldwell Hall Cornell University Ithaca, New York 14853 Telephone: 607.255.4184</p> <p>Yvonne Bilinski <i>Associate Director</i> E-mail: ymb3@cornell.edu</p>	<p>Native Americans</p>	<p><u>Communication Resources</u> List-serv Community meetings</p> <p><u>Partnership Opportunities</u> Annual PowWow & Smokedance Extensive local and regional outreach partnerships</p>

Organization	Target Audience	Resources and/or Events of Interest
<p>The Village at Ithaca 302 W. Buffalo Street, PO Box 6776, Ithaca, New York 14850 Telephone: 607.274.5438</p> <p>Michael Koplinka-Loehr <i>Coordinator</i> E-mail: mak11@cornell.edu or contact@villageatithaca.org</p>	<p>African American and Latino/a students and families in the Ithaca City School District, as well as students from low socio-economic backgrounds</p>	<p>Village at Ithaca collaborates with family caregivers, community "Family Advocates" (local residents, teachers, etc.) and the local business community to provide for student's academic, social, emotional, and cultural growth. In addition to initial and ongoing training of volunteers, a database of opportunities will be finalized so that after initial assessment, students will be linked with developmentally and educationally appropriate supportive programs to meet their needs, coordinated by the steady advocacy of a matched community-based "life-coach."</p>
<p>Greater Ithaca Activities Center (GIAC) 318 North Albany Street Ithaca, New York 14850 Telephone: 607.272.3622 Web: www.cityofithaca.org/giac</p> <p>Marcia Fort <i>Executive Director</i> E-mail: marciaf@cityofithaca.org</p>	<p>Multicultural Youth and Adults</p>	<p><u>Services Offered</u> Employee Assistance & Referrals for Teens and Adults Community Development Programming Youth After School & Summer Camp List-serve and Job Posting</p> <p><u>Partnership Opportunities</u> Employment Assistance Programs Annual MLK Junior Breakfast Black History Month Programs Annual Open House –GIAC Festival Halloween Parade & Party Harvest Fest Dinner Celebrating Differences/Event</p>
<p>Southside Community Center 305 South Plain Street Ithaca, New York 14850 Telephone: 607.273.4190</p> <p>Constance Graham Director E-mail: sccc-ithaca.org</p>	<p>Multicultural Youth and Adults.</p>	<p><u>Services Offered:</u> Job Posting Computer Lab After School Programs Summer Day Camp Food Pantry Senior's Program</p> <p><u>Partnership Opportunities</u> Juneteenth Celebration Kwanzaa Black History Month</p>

Resource Centers

Organization	Target Audience	Services and/or Partnership Ideas
<p>Finger Lakes Independence Center (FLIC) 215 Fifth Street Ithaca, NY 14850 Telephone: 607.272.2433 Web: www.fliconline.org</p> <p>Lenore Schwager <i>Exec Director</i> E-mail: flic@clarityconnect.com</p> <p>Larry Roberts <i>Program Director</i> E-mail: larryroberts@hotmail.com</p> <p>Satomi Hill <i>Minority Outreach Coordinator</i> <i>Deaf and HH Services Coordinator</i> E-mail: satomihill@yahoo.com</p>	<p>Connections with individuals with disabilities.</p>	<p><u>Services Offered</u> Staff training ADA reasonable accommodation resources Architectural barrier consultation Assistive technology resources ASL classes Resource for disability information Hard copy position posting</p> <p><u>Partnership Opportunities</u> Annual World of Skills Job Fair Annual Assistive Technology Fair</p>
<p>Challenge Inc. 402 East State Street Ithaca, New York 14850 Telephone: 607.272.8990 Web: www.aboutchallenge.org</p> <p>Maureen Curtis <i>Business Solutions Representative</i> Telephone: x154 E-mail: maureenc@aboutchallenge.org</p>	<p>Persons with disabilities.</p>	<p><u>Services Offered</u> Accommodation Assistance Hard copy and Electronic Position Posting Disability Awareness Training</p> <p><u>Partnership Opportunities</u> Employment Services Job Coaching</p>
<p>Women's Opportunity Center 315 North Tioga Street Ithaca, New York 14850 Telephone: 607.272.1520 Web: www.womensopportunity.org</p> <p>Kathy Lind <i>Program Manager</i> E-mail: kl@womensopportunity.org</p>	<p>Women and men seeking to gain employment.</p>	<p><u>Services Offered</u> Employment Assistance Monthly Employment Workshops</p> <p><u>Partnership Opportunities</u> Monthly employment Workshops Registry Referral Services Employee Development Workshops Call for Additional Opportunities</p>

<p>Multicultural Resource Center (MRC) 615 Willow Avenue Ithaca, New York 14850 Telephone: 607.272.2292 x135 Web: www.multicultural-resource.org</p> <p>Audrey Cooper <i>Director</i> E-mail: ajc39@cornell.edu</p>	<p>Multicultural community of Tompkins and surrounding counties.</p>	<p><u>Services Offered</u> Multicultural Lending Library Multicultural Awareness Multicultural Reading Circle Training & Consultations List-serv opportunities distribution Resource materials</p> <p><u>Partnership Opportunities</u> Heritage Month Celebrations SisterFriend's Celebration Community Outreach Partnership event sponsorship <i>Contact for more information</i></p>
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Consortiums/Commissions

Organization	Target Audience	Partnership Opportunities
<p>Ithaca Lesbian, Gay, Bisexual, and Transgender Task Force</p> <p>PO Box 283 Ithaca, New York 14850 Telephone: 607.387.8252 E-mail: lgbtff@ilgbtff.org Web: www.ilgbtff.org</p> <p>Bob Wigden Co-Chair E-mail: bw19@cornell.edu Telephone: 607.592-6405</p> <p>Diane Feldman Co-Chair E-mail: diane@daycarecouncil.org Telephone: 607.257.5653</p>	<p>Lesbian, Gay, Bisexual, Transgender and Questioning Individuals and Allies</p>	<p>Support and referral for community members is an important niche that the Task Force fills. People who are newly out, facing new situations, or who are isolated from the LGBT community for a variety of reasons contact the Task Force for assistance. The Task Force maintains an email alert list serve to provide information regarding community events and legislation in a timely manner. Contact rh4@cornell.edu to be added to the list.</p> <p>Programs and coffeehouses at the Unitarian Church offer a warm and friendly place for people to meet around a variety of topics or for game night.</p> <p>Networking is done with other organizations including Empire State Pride Agenda, PFLAG, Southern Tier AIDS Program (STAP), Ithaca</p>

		<p>Pride March, the Lifelong group on aging, and college LGBT organizations. The Task Force maintains the visibility of the LGBT community and works on community issues.</p>
<p>Tompkins County Diversity Consortium Web: www.tompkins-co.org/personnell/action/consortium</p> <p>Co-chairs: Lynette Chappell-Williams E-mail: lc75@cornell.edu Constance Thompson E-mail: cvt3@cornell.edu</p>	<p>Area employers and representatives committed to improving diversity in the workplace.</p>	<p><u>Partnership Opportunities</u> Multicultural Reading Circle Member organization events Best practice benchmarking Resource collaboration Employment opportunity posting</p>
<p>Tompkins County Human Rights Commission 120 West State Street Ithaca, New York 14850 Telephone: 607.277.4080 Fax: 607.277.4106</p> <p>Shawn Martél Moore <i>Director</i> E-mail: smoore@tompkins-co.org</p>	<p>Multicultural Community in Tompkins County.</p>	<p><u>Services Offered</u> Legal Resource Material Training & Consultation (i.e. Age, FMLA, Disability, Wage, SONDA, Gender Identity & Expression, Sexual Harassment, Service Animals, Employment law) Employment Mediation Workplace Assessment Candidate Referrals Job Posting & List-servs</p> <p><u>Partnership Opportunities</u> Annual Human Rights Awards Ceremony MLK Art & Poetry Competition for K-12 Genevieve Smith Moot Court</p>

Listservs and Other Media Outlets

Organization	Target Audience	Partnership Opportunities
<p>Human Services Coalition 100 West Seneca Street Suite 300 Ithaca, New York 14850 4138 Telephone: 607.272.9331 Web: www.hsctc.org</p> <p>Kathleen Schlather <i>Executive Director</i></p> <p>Nancy Burston <i>Assistant Director</i> E-mail: nab13@cornell.edu</p>	<p>Human Service Program providers in Tompkins County.</p>	<p><u>Partnership Opportunities</u> Human Services Directory Publications List-serv to share Employment Opportunities</p>
<p>Clear Channel Communications Telephone: 315.472.9797</p> <p>Mike Dziok <i>Area Account Manager</i> E-mail: michealdziok@clearchannel.com</p>	<p><u>Power 106.9 Market</u></p> <p>African-American and Latino/a market in upstate New York.</p>	<p><u>Partnership Opportunities</u> Free PSA's Community Events Partnerships</p>

Examples of Professional Organizations

<p>Black Police Officers Association Web: http://www.blackpolice.org/</p> <p>Walter Nash <i>Eastern Region Director</i> nbpa.nash@comcast.net</p>	<p>Active police officers of color (female affiliate organization).</p>	<p>Regional List-servs Monthly meetings Annual conference Free employment postings</p>
<p>Black Social Workers Association National Office Telephone: 202.589.1850 Web: http://www.nabsw.org</p>		<p>Employment Portal Monthly meetings Regional conferences Bi-annual journal</p>

Tactics to Strengthen Your Search Efforts

Ready The Environment

- Make recruitment education a requirement before engaging in a search. An integral part of this education should be:
 - providing a baseline understanding of the county's employment processes
 - creating dual accountability with Personnel and Department Managers via recruitment strategies
 - foundational EEO/AA concepts, and diversity awareness.
- Conduct Focus Group discussions to determine the benefits and barriers to employment in your organization.
- Ensure that managers and department leadership are a part of determining the selection, interviewing, orienting, and retention criteria.
- Encourage dialogue with existing team members around diversity recruitment effort. Discuss and address concerns while re-affirming the organizations commitment to diversifying the workforce.

Enhance Position Descriptions

- Consider reviewing position descriptions for accuracy as it relates to the requirements for true opportunity.
- For external postings, focus on profiling behaviors desired.

Recruitment Marketing

- Consider advertising opportunities outside of Tompkins County.
- Place your financial resources (\$\$) in to partnerships not postings.
- Use media outlets as an opportunity to educate on the county's hiring process, key employment contacts, and current initiatives.
- Seek out and provide opportunities for Personnel and hiring managers to partner in recruiting at events.

Interviewing

- Ensure that interview teams are diverse (i.e. consider using external community members and interdepartmental staff).
- Use consistent assessment criteria and document.
- Consider community lunches with members of the community, outside of your organization as part of the interview schedule.
- Follow-up with all talent interviewed, even those who were not offered the opportunity. Keep runner-ups in your network for future opportunities.

Orientation & Retention

- Create an orientation and retention plan to acclimate new hire to the environment.
- Assign new hire an informal guide to help ease transition (i.e. mentors).
- Create a new hire packet.
- Actively engage Personnel and hiring manager as champions for new employees.