

# POSITIVE WORK CULTURE

W I T H I N   Y O U R   U N I V E R S I T Y   P R E S S

The Association of American University Presses supports the commitment of its member presses to achieving a diverse workforce. It believes that the most effective way that presses can recruit and retain individuals representing the widest variety of backgrounds and experiences is by having as open and as supportive an environment as possible. What follows is a guide to the most basic steps in this direction.

R E C R U I T M E N T

***Convey your press's commitment to diversity***

Know the stated employment policies of your parent institution. If it is an Equal Opportunity employer and/or Affirmative Action employer, include that information in your recruitment material.

***Consider alternative recruiting resources***

Consult websites, such as the following, that reach a diverse pool of applicants: [gaywork.com](http://gaywork.com) | [jobaccess.org](http://jobaccess.org) | [blackissues.com](http://blackissues.com) | [imdiversity.com](http://imdiversity.com) | [diversityInc.com](http://diversityInc.com).

☞ Advertise in an alternative publication targeted to a specific readership in your community. Lists of targeted publications in many states can be found at [www.allied-media.com](http://www.allied-media.com).

***Know your staffing agency***

When hiring a temporary employee, use an agency that recruits individuals from a variety of backgrounds. Your university's purchasing office probably maintains a list of minority- or woman-owned businesses; among them you are likely to find an agency that emphasizes diversity.

***Take advantage of university resources***

Services such as employee assistance, human resources counseling, and an office of minority affairs are available on most campuses in one form or another. ☞ Participate in internship programs and university-sponsored career fairs. ☞ Establish an internship program at your press.

***Create a mutually beneficial interview process***

When candidates come to your press for an interview, arrange for them to interact with a variety of individuals. This provides candidates with a better understanding of your press and also provides the hiring supervisor with feedback from a range of perspectives.

R E T E N T I O N

***Create a supportive and welcoming environment***

Hold a welcome reception for new staff. ☞ Make a special effort to include staff in activities and discussions and create alternative opportunities for staff interaction. ☞ Recognize accomplishments among staff. ☞ Raise awareness at your press about the inappropriateness of jokes or comments that perpetuate racial, religious, or sexual stereotypes. ☞ Plan press events and schedules around the major holiday of employees' religious and ethnic groups. ☞ Avoid establishing a work culture that assumes all employees share the same social, racial, and religious characteristics.

***Identify opportunities for professional development***

Encourage senior colleagues to mentor new staff. ☞ Offer continuing education opportunities to the staff. ☞ Nurture talent to promote from within.

***Revisit performance appraisals***

Introduce alternative models for annual performance reviews, such as employee self-evaluations and employee evaluations of supervisory staff.

***Accommodate alternative work arrangements***

Keep an open mind to the feasibility of flexible work hours, job sharing, and telecommuting. These options might be just what it takes to keep a valued colleague.

***Be active in the AAUP***

Attend the newcomers' reception at the AAUP annual meetings. ☞ Become a host press for the week-in-residence program and encourage staff members to apply for residencies. ☞ Promote AAUP listservs to introduce new staff to the AAUP community. ☞ Support involvement with AAUP events and committees.

## Association of American University Presses

For more information on diversity initiatives within AAUP, please visit our website at [www.aaupnet.org/diversity](http://www.aaupnet.org/diversity)