

Position Posting Process

Job Posted to ASPIRE

Once a position has been graded and posted, you will receive an email informing you of the requisition number and your recruiter will be in touch to set up an intake meeting to discuss your search strategy. Please note that all HUCTW positions will be posted internally for 10 days.

External Postings

All positions that are listed on ASPIRE are automatically posted (after 10 business days for HUCTW positions) on New England HERC, HigherEdJobs.com, Indeed, Simply Hired and Direct Employers. All jobs are also sent through automatic feed to diversity sites such as VetJobs, Veterans Enterprise, Be A Hero – Hire A Hero, Job Opportunities for Disabled American Veterans, Disabled Person, The Black Perspective, Hispanic Today and Women in Business & Industry among others. Local organizations can be selected by your HR Recruiter through JobTarget to have job postings emailed directly to them. These organizations include Urban League, GetKonnected, Asian American Civic Association, El Mundo and North American Indian Center of Boston. Please contact your HR Recruiter if you would like to advertise at these organizations or on other job boards, publications, or professional organizations or if you have any questions.

Diversity Recruitment Resources

The recruitment of a diverse workforce is important to Harvard Medical School and Harvard University. By building a diverse team, we will expand the perspectives and approaches from which decisions are made. Additionally, as a Federal Contractor, Harvard is required by Federal Law to conduct fair and inclusive searches and as well as make “good faith efforts” in the recruitment of minorities, women, individuals with disabilities and veterans. At the time of posting you will be informed if there is an Affirmative Action goal associated with your position and your recruiter will partner with you to develop a strategy to attract a diverse pool of candidates. Below are additional resources to assist with recruiting a diverse team.

- [Diversity and Inclusion Partnerships](#)
- [Administrative Fellows Program](#)
- [Effective Strategies for Recruiting a Diverse Team](#): Training designed to examine why diversity recruitment is important, how to think differently about staffing needs and gain skills to reduce unconscious bias during the interview process. Additionally, the training covers the law surrounding Affirmative Action.