



## Dual Career – Best Practices

This document is for academic/administrative leadership and administrative/human resources professionals to use as a guide for assisting them with dual career support.

Recruiting first-rate faculty and staff is a top priority at Cornell. To assist top candidates who have a spouse or partner who is also seeking employment in the area, Cornell offers the Dual Career Program within the Vice President and Chief Human Resources Officer Division.

### Eligibility

The dual career spouse/partner is eligible for services if the primary holds or is being considered for:

- a Cornell University tenured or tenure track position; or
- a Cornell University Band H or higher non-academic position with a term of at least two years  
**and**
- the primary and the spouse/partner are considering relocating or have relocated to the Ithaca area within the past two years and the spouse/partner is seeking employment in the Ithaca area for the first time.

On occasion, Dual Career program services may also be made available to provide assistance to the spouse/partner in targeted academic recruitment efforts or retention issues in response to a specific request from leadership if capacity is available.

For spouses/partners who do not meet the above eligibility, a dual career consultant is available to meet once with the individual to offer some initial networking and job search suggestions, including partnering with regional colleagues.

### Engagement with Dual Career Consultant and the College/Administrative Unit Lead to coordinate support

- Dean, Vice President, Senior Associate Dean or Chair will lead initial conversations with the primary recruit/hire. When the need for dual career support is identified, a college/unit designee will contact the dual career consultant for the college or unit.
- Dual Career Consultant College/Administrative Unit Assignments – Please visit <https://hr.cornell.edu/jobs/relocating/dual-career-program>

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### **Dual Career Program Services provided to the spouse/partner**

- Dual Career Office provides job search assistance, such as:
  - Support and advice on resumes, cover letters, and interviewing techniques
  - Information about job opportunities at Cornell and with regional employers
  - Introduction and referral for informational/networking meetings at Cornell and with regional employers
  - Notify the hiring manager/recruiter(s) that the spouse/partner is in Cornell's dual career program for positions they have applied to at Cornell and with some regional employers

### **Initial intake data: The College/Administrative Unit contact and the dual career consultant will discuss the following details:**

- Spouse/Partner Name
- Spouse/Partner - Work Authorization/VISA
- Spouse/Partner Resume/CV
- Spouse/Partner Email
- Spouse/Partner Phone
- Primary's Name
- College/Unit
- Status of recruitment: recruiting, offered, accepted/hired
- Title of Primary
- Deadline for Primary's decision to Cornell
- Primary's Date of Hire
- College/Unit Contact: Name, email & phone #
- Funding support for Spouse/Partner?
- Visit Date(s)
- Purpose of visit: share dual career services and/or also create itinerary for informational meetings
- Is an area tour scheduled? Note: Length of area tour is 2-3 hours

It is important that one person in the primary hire's unit be identified as the primary contact for the spouse/partner. This person is responsible for initiating contact with the dual career consultant and keeping them informed as the search process progresses.

### **Visits**

Services will be coordinated between the Dual Career consultant and the College/Administrative Unit Lead.

- Determination of services provided and by whom
  - Primary – College or Administrative Unit will manage the itinerary for the visit.
  - Spouse/Partner
    1. Meet with DC consultant to discuss program services.
    2. Coordinate with college/unit lead to create itinerary to include informational meetings (as requested by spouse/partner)
    3. Understand the spouse's/partner's availability based on primary's itinerary. Determine when they need to attend appointments together or switch care for children (if applicable).
  - Family/Couple (College/Unit Lead will partner with DC consultant as requested)
    1. Ithaca area tour with a local relocation trained real estate agent
    2. School visits
    3. Day care facility visits

- College/unit leadership participation during visit
  - Unit leadership or designee's participation in the couple's visit sends an important message to them (such as airport pickups/drop-offs, hosting meals, having spouse/partner meet with chair/unit leader). For academic departments, having faculty participate in visits has a positive impact on recruitment.
  - Unit leadership (e.g., sr. associate dean, department chair) meeting with spouse/partner to discuss their career interests sends positive message to spouse/partner that Cornell is committed to spouse's/partner's professional success.

Recruitment visits for the primary and spouse/partner may also include the following and will be managed either by the Search Committee, Administrative Leader, Search Support Coordinator or in some units the Associate Dean.

- Child Care during visit (if applicable)
- Dinners/Events
- College/Unit meeting
- Meals with faculty
- Touch points with the family – connecting the recruit with a current faculty/staff member
- Faculty hosted dinner/cocktail hour

Define the college/unit services which can be discussed prior to 2<sup>nd</sup> visit to understand interests.

- Important to onboard entire family (not just primary hire). Inquire about their personal needs; make personal connections for them within first three months of moving to Ithaca.
- Host event for family, extra-curricular activities during visit
- Assist the family in making connections with those with like interests
- Reserve rental car
- Schedule a campus tour
- Schedule time for a special event for the recruit/hire and family to attend.
- Encourage recruit/hire to stay in a hotel downtown which provides the opportunity to experience Ithaca beyond Cornell campus.
- Allow free time in the schedule to explore area based on their needs

#### **Outcome of recruitment – information shared between College/Unit Lead and Dual Career Consultant**

##### **Primary**

- Accept or Decline
- If accept - Date of Hire

##### **Reporting**

- Monthly report from dual career consultant regarding support provided to spouse/partner
  - To HR Director, College/Unit and Department Leadership
  - Description of on-going support
    1. Informational meetings
    2. Positions shared with dual career spouse/partner
    3. Interviews and outcomes – if hired, job title, employer, date of hire
- Ad-hoc updates as appropriate to HR Director, College/Unit and Department leadership. When appropriate, send unit leadership timely update (e.g., during couple's visit) with important information and insights gleaned.
- Monthly report to Dual Career leadership: statistics and outcomes

## Dual Career consultant interface with College/Unit leadership

- Meet once a semester

### Prior to moving to Ithaca

It's helpful if the primary hire's unit connects with the primary hire a month or so before they move to Ithaca to see if the couple/family needs any assistance upon their arrival, especially if they don't have their own transportation once they arrive in Ithaca. For example, a couple coming from overseas may need help arranging transportation from the airport to providing basic food items at their residence to get them through a day or two before they have the opportunity to go to the grocery store.

### Once in Ithaca

It's suggested that the College/Administrative leadership connects with the primary hire once they have arrived in Ithaca to inquire about how the couple/family is adjusting and provide appropriate assistance.

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## Dual Career Best Practices – Working Group (Finalized Best Practices in February 2020)

These dual career best practices were developed by members of this working group:

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