



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 2nd 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.

Dual Career Best Practices – Working Group

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

- **Amber Alpizar** (Director of Human Resources, College of Engineering and Faculty of Computing & Information Science)
- **Jessica Best** (Director of Administration, Operations Research and Information Engineering, College of Engineering)
- **Nicole Bloss** (Assistant Director of Human Resources, SC Johnson College of Business)
- **Jeffrey Carmichael** (Senior Administrative Manager, Department of Natural Resources, College of Agriculture and Life Sciences)
- **Cutter Cramton** (Talent Specialist, Student and Campus Life)
- **Liz Flint** (Director of Human Resources, Law School)
- **Elizabeth Goldberg** (Assistant Director of Operations and Special Projects, Master of Public Health Program, College of Veterinary Medicine)
- **Carol Merkur** (Director of Business Operations, Manager, College of Veterinary Medicine)
- **Jane Miller** (Dual Career Consultant and Engagement Program Manager, Academic Human Resources)
- **Lyndsi Prignon** (Director of Human Resources, Cornell Library)
- **Karen Raponi** (Dual Career and Relocation Program Consultant, Academic Human Resources)
- **Taylor Schuler** (Assistant Director of Human Resources, College of Engineering and Faculty of Computing & Information Science)
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