

## Procedures and Guidelines

**Initiation of Request:** How dual career support requests can be initiated, either during the recruitment process or after employment has begun.

- Dual career requests should be sent to email address: (TBD)
- Email requests will be reviewed by the Provost's Office and responded to accordingly. Resources, additional information, and process expectations will be provided in a form email. These may include job search resources, tips for applying to CSU, open CSU positions, and career consultation.
- A referral email will be sent by the Provost's Office to the CSU search contact at the partner's request.

**Documentation:** Any forms or documentation needed to process a dual career assistance request, including details about the partner's career background and qualifications.

- Adhere to Human Resources Talent Acquisition AAR direct hire materials

**Timeline for Requests:** Guidelines on when requests for dual career assistance should be made (e.g., ideally during the negotiation phase of a job offer or within a specific time frame after hiring).

- Ideally during negotiations, or during the first six months of employment.
- After the first six months of employment, requests will be reviewed on a case-by-case basis, including in the event of a retention.

## Hiring Procedures

**Non-preferential Hiring:** Spouses or partners must apply through the regular hiring process, ensuring compliance with the institution's hiring policies, including Equal Employment Opportunity (EEO) and anti-nepotism guidelines.

**Expedited Consideration:** In some cases, the institution may expedite consideration of a spouse or partner's application if there is an urgent need and their qualifications align with an open position.

## Collaboration with External Partners

**External Networks:** The institution's partnerships with other universities, research institutes, local employers, or professional organizations to assist in identifying external employment opportunities.

**Job Fairs and Recruitment Events:** Information on events where dual career partners can network with potential employers.

## Limitations and Availability of Resources

**Resource Constraints:** Acknowledge that dual career assistance is contingent on institutional need, resources, availability of positions, and local market conditions. Not all requests may be accommodated.

**Geographic Considerations:** Clarify whether the institution provides assistance for dual career partners seeking employment in the Northern Colorado region.

- Assistance is provided within commuting distance.

**Compensation or Relocation:** Whether any relocation assistance or benefits apply to dual career couples and what restrictions exist.

- Relocation assistance or benefits depend on the situation.