

Appendix I. Summary of Dual Career Services offered at 21 Universities (including AAUs and aspirants).

Brown University				
Dual Career Partner Placement: http://www.brown.edu/Administration/ffpf/dualcareer/				
From website: "Brown University recognizes that recruiting and retaining excellent faculty requires that we offer job placement assistance for dual career partners. Brown does not have a specific dual career partners program. But the University does offer resources to address concerns and questions for dual career partners."				
Summary	Eligibility	Duration of benefit	Location requirements	Programs
No formal program; links to staff in the dean's office who may assist; links to HERC.	N/A	N/A	N/A	"The University does offer resources to address concerns and questions for dual career partners. Staff members in both the offices of the Dean of the Faculty and the Office of Institutional Diversity may be helpful in offering advice and assistance. We encourage department chairs to contact the Dean of the Faculty and the Dean of Biology and Medicine for advice on dual career partner job placement assistance."
				"Brown was one of the founding members of the New England Higher Education Recruitment Consortium (NE-HERC), a collaborative which now includes more than 50 institutions of higher education and affiliated teaching hospitals, including a number of the region's largest employers. NE-HERC is a free database of job openings at member institutions, with a search engine that allows prospective employees to search for jobs by region, job type, or institution; the website also includes relocation resources and extensive information about local resources, including schools, childcare, cultural organizations, transportation, and so on. For more information, see: http://www.newenglandherc.org ."

Cornell University				
Dual Career Program: https://www.hr.cornell.edu/jobs/dual_career.html ; https://hr.cornell.edu/jobs/dual_career.pdf				
From website: "Recruiting first-rate faculty and staff is a top priority for Cornell and in support of that goal the Cornell Dual Career Program offers job search information and assistance to dual career spouses or partners."				
Summary	Eligibility	Duration of benefit	Location requirements	Programs
Program offered within an administrative office	Spouse/partners of those considered for a Cornell University tenured or tenure track	Until suitable non-temporary employment is found, up to one year	Are relocating or have relocated to Ithaca within the past 2 years	<ul style="list-style-type: none"> • Job search assistance • Dual Career identification for Cornell positions • Support and advice on résumés, cover letters, and interviewing techniques • Information about job openings at Cornell • Information about job openings with area employers

	position, or a higher non-academic position with a term of at least 2 years			<ul style="list-style-type: none"> • Networking assistance • Referral for informational interviewing both at Cornell and in the community • Current information about the local hiring market
				“The Dual Career Program is also available to provide assistance in targeted academic recruitment efforts or retention issues in response to a specific request by a provost, vice provost or dean, or, in the case of a nonacademic recruitment effort, a vice president, or the human resource director of the college/unit.”
				“Cornell University is a lead member of the Upstate New York Higher Education Recruitment Consortium (UNY HERC) ... (to) help identify nearby colleges and universities and their available jobs. The site also provides other information of interest to families relocating to the area.”

Michigan State University				
	Dual Career Couples: http://www.hr.msu.edu/documents/facacadhandbooks/aa_searches/dualcareer.htm			
	From website: “Search committees are frequently asked by an individual they are recruiting about job possibilities for a spouse. If a spouse is qualified for an academic position, you may wish to contact the appropriate academic unit or college to explore appointment opportunities.”			
Summary	Eligibility	Duration of benefit	Location requirements	Programs
No formal program; statement of agencies that may be contacted for the dual career spouse	N/A	N/A	N/A	<ul style="list-style-type: none"> • Waiver of post/search requirements may be available for spouses of candidates • The Office of Human Resources is available for staff postings • School districts are listed in the Lansing Area telephone book • Lansing Chamber of Commerce listed for non-academic interests

Northern Arizona University				
	Partner Assistance Program: http://hr.nau.edu/node/2277			
Program offered within an administrative office	From website: “The implementation of a dual-career program is crucial to successful recruitment and retention of employees, especially in an isolated community such as Flagstaff. Recruitment and retention of women is especially impacted by dual-career issues; failure to consider their dual-career needs may negatively affect an institution’s ability to maintain or increase the number of women employees. “Commuter partnerships”, which may be workable in many parts of the country, are frequently unrealistic in Flagstaff, and a potential hire is less likely to consider a permanent position and relocation			

	without professional opportunities for the partner. Consequently, any commitment to recruitment and retention must be accompanied by an institutional commitment to facilitate placement of partners.”			
Summary	Eligibility	Duration of benefit	Location requirements	Programs
	Spouse or partner with proof of marriage or proof of relationship (wills, beneficiaries, bank accounts, dependent children)	None listed	None listed	<p>Must apply for partnership assistance through Human Resources. Forms are reviewed before partner is accepted into the program. Services include:</p> <ul style="list-style-type: none"> • University-related: library privileges, staff parking privileges, access to employee assistance and wellness office, access to on-campus house, recreation, and other university facilities • For those with academic qualifications: adjunct faculty status, one year renewable teaching-research fellowship, instructor or lecturer line, shared position, one-half to full-time tenure track position
				<p>Partner Assistance Program:</p> <ul style="list-style-type: none"> • Facilitates communication between units and the employee/potential employee • Coordinates with other Flagstaff employers and formalizing relationships with them to facilitate sharing of information

Notre Dame				
	Dual Career Assistance Program: http://hr.nd.edu/employment-opportunities/dualcareer/			
	From website: “Candidates for faculty and staff positions at the University of Notre Dame often have a spouse or partner who is also seeking professional opportunities in the area. The University of Notre Dame Dual Career Assistance Program offers customized job search assistance to qualified couples who face the dual career challenge.”			
Summary	Eligibility	Duration of benefit	Location requirements	Programs
Program offered within an administrative office	Spouse or partner of a new permanent faculty or staff member; spouse or partner of continuing faculty member who seeks job assistance	Not listed	Priority given to those with a spouse/partner employed less than one year	<ul style="list-style-type: none"> • Administration makes referral for services • Serves the “spouse or partner of a new permanent faculty or staff member placed following a regional/national search, or the spouse or partner of a continuing faculty or staff member.”
				<p>Network partners in the following disciplines:</p> <ul style="list-style-type: none"> • Healthcare • Behavioral Health • Social Services

				<ul style="list-style-type: none"> • Local Government/Economic Development • Legal • Real Estate • Academic Institutions of Higher Learning • Community School Corporations • Environmental Consultants • Financial/Insurance • Manufacturing
				Services utilized by clients include resume, CV and cover letter critiques, and assistance with networking and interviewing techniques.
				Does not create an entitlement to employment nor does it guarantee a position. Those not eligible for services may secure information about local employers or networks via HR Customer Service Center

Ohio University				
	Dual Career Network: http://www.ohio.edu/hr/employment/dual/index.cfm			
	From website: "This program is designed to help the recruit's partner in networking and locating employment opportunities in the Athens area."			
Summary	Eligibility	Duration of benefit	Location requirements	Programs
Program offered within an administrative office	Spouse or benefits-eligible partner of an Ohio University faculty or staff member	None listed	Must be part of a recruitment effort or lived in the area for less than two years	Other restrictions: <ul style="list-style-type: none"> • Must "be willing to look at career opportunities in the surrounding communities as well as at Ohio University ... Must not be currently fully employed at Ohio University or in the surrounding communities" • "The network does not serve as an employment agency and cannot guarantee employment ... cannot ask for preferential treatment in the hiring process ... will not interfere with normal hiring processes ... cannot address issues of marriage counseling, housing, child care, or moving arrangements"
				Links to career site at Ohio University; links to Universities and Colleges; contacts for local businesses
				To get started, submit a form, and HR will review resume and personalize job search

Penn State University	
	Dual Career Resources: http://ohr.psu.edu/dual-career/

	From website: "Dual Career Resources provides information and assistance to the partners of newly recruited or recently hired full-time faculty and staff when they relocate to Penn State's University Park campus."			
Summary	Eligibility	Duration of benefit	Location requirements	Programs
Program offered within an administrative office	The partner of a full-time Penn State faculty or staff member; willing to look at career opportunities in the local community as well as on campus	None listed	Part of a recruitment effort, or have lived in the area for less than one year	Resources: <ul style="list-style-type: none"> • The Local Area • Penn State Employment Process • Current Job Openings • Local Employers • Networking Leads and Job Strategies • Resume and Cover Letter Preparation • Interview Tips • Local Housing • Public Services • Child care resources
				Can neither create jobs nor intervene in an employer's hiring practices
				Network of business contacts in the community through which the partner can obtain resource information about the local business community, job openings, and possible introductions to contacts of interest for informational interviewing purposes

Texas A&M				
	Dual Career Services: http://employees.tamu.edu/focus/dualCareer.aspx			
	From website: "When you accept a university position, our recruiting staff can take an active role in assisting the partner to find suitable employment opportunities by: <ul style="list-style-type: none"> • Meeting(s) and correspondence with the partner, • Reviewing University and Texas A&M University System area job openings and the online employment service with the partner, • Sending the partner's job profile to more than 30 community businesses, • Offering assistance in completing employment applications, resume and cover letters, • Providing information on childcare, local schools, service organizations, etc." 			
Summary	Eligibility	Duration of benefit	Location requirements	Programs
Program offered within an	Partners of faculty and key	None listed	Must be part of a recruitment effort	"The Office of the Dean of Faculties & Associate Provost takes an active role in assisting the partner to find suitable employment by:

administrative office	administrators; primarily new faculty, but partners of current employees may also benefit from this service		or lived in the area for less than two years	<ul style="list-style-type: none"> Meeting(s) and correspondence with the partner When appropriate, distributing job related information about the partner to local businesses in the area Offering assistance in completing employment applications, resume and cover letters Providing information on childcare, local schools, service organizations, etc. The types of assistance provided will vary according to the needs of each participant”
				Head of search committee or dean/department head contacts Dual Career Services about the partner, or the partner may contact services directly
				“...cannot guarantee employment for participants of the program, a wide range of career assistance services are available to help the partner develop an effective job search strategy”
				Site provides links to relocation services and community business partners

University of California, Irvine				
	UCI Career Partners Program - FTE for Ladder-Rank Faculty Appointments: http://www.ap.uci.edu/programs/careerpart/CareerPartners-FTE.html			
	From website: “The primary goal of the Career Partners Program is to recruit excellent new faculty to join the regular professorial ranks. In exceptional cases, this program may be used for the retention of current faculty. The Career Partners Program using shared FTE is not the only avenue through which a unit might pursue a partner hire. Deans may choose to set aside portions of their resource allocations to be used exclusively for partner hires.”			
Summary	Eligibility	Duration of benefit	Location requirements	Programs
Program offered within an administrative office	Used for partners of new hires, or in exceptional cases, retention of faculty	None listed	None listed	<p>“A funding mechanism for the partners of new hires. Funding for Career Partners is accomplished through a three-way partnership:</p> <ol style="list-style-type: none"> the recruiting unit of the primary appointee provides 1/3 FTE the host unit of the spouse/partner provides 1/3 FTE the Office of the Executive Vice Chancellor provides 1/3 FTE”
				“The appointment process for a Career Partner hire will follow the normal Academic Personnel procedures for faculty appointments, including review by the Council on Academic Personnel.”

University of California - Riverside				
	Career Partners Program: http://academicpersonnel.ucr.edu/family_friendly_programs/CareerPartnersBro16.pdf			

	<p>From website: “UCR welcomes faculty members and their partners to a diverse, inclusive, globally focused community that reflects California’s many cultures and perspectives.”</p> <p>“Dual career couples are the norm at universities, just as they are elsewhere, with an estimated 80% of faculty members having partners who are employed professionals. For many current and prospective faculty members and their partners, UC Riverside recognizes the importance of enabling them to explore exciting career opportunities within and beyond the campus community.”</p>			
Summary	Eligibility	Duration of benefit	Location requirements	Programs
Program offered within an administrative office (under the office of Vice Provost)	Spouses and declared domestic partners of current or prospective faculty are eligible	None listed	None listed	<ul style="list-style-type: none"> • Range of services on and off campus • Services for those seeking academic and non academic positions • Referrals to sources for child care, community activities and services, and housing
				May contact the Associate Vice Provost for Faculty Equity and Diversity for academic placement
				May contact HR for nonacademic placement. Offers customized career counseling services (career search needs assessment, guidance in career search techniques, resume and cover letter development, networking on campus, local business, government, and education communities, interview preparation assistance)
				Eligible individuals may “search for opportunities using the website of the Higher Education Recruitment Consortium (www.socalHERC.org), a clearinghouse for jobs at all levels in higher education across southern California”
				<p>“UCR Career Center (www.careers.ucr.edu) also offers services to spouses or partners of faculty, including:</p> <ul style="list-style-type: none"> • Access to Career Center job boards and other web-based resources with hundreds of job postings • Access to Career Center Library resources including hardcopy material and databases such as Career Search, Vault, Wetfeet Press, etc. • Access to web-based mock interview technology • Assistance with resume and cover letter preparation • Individual appointments with Career Counselor for general assistance” <p>A username and password is needed to request services</p>

	Partners Opportunities Program: http://academicaffairs.ucsd.edu/aps/partneropp/index.html			
	<p>From website: “The University of California, San Diego, recognizes that decisions about seeking, accepting, and maintaining employment often involve considerations concerning two careers. The Partner Opportunities Program (POP) provides assistance and support in the employment search for spouses or partners of General Campus ladder-rank faculty candidates and appointees, and of those in senior management positions who hold academic appointments.</p> <p>The Partner Opportunities Program offers assistance and guidance to those conducting their own job searches by assessing their needs, arranging job contacts and informational interviews, and serving as a central resource for information regarding employment opportunities.”</p>			
Summary	Eligibility	Duration of benefit	Location requirements	Programs
Program offered within an administrative office	Clients must be referred by the department in which their spouse or partner is a candidate or appointee. The Partner Opportunities Program is only available to the General Campus at this time.	None listed	None listed	<ul style="list-style-type: none"> • Client biographies for employers • Articles for dual-career couples • Eldercare • Job listings and other job-search resources • Job postings and service discounts (list of websites) • Recreation, arts, and entertainment in and around San Diego • Relocation services • Schools and childcare
				Departments fill out a request for services form; clients fill out a Service Needs Assessment form
				“The Southern California HERC supports the efforts of each of its member institutions to recruit and retain outstanding faculty, administrators, and staff through the sharing of information and resources”

University of Chicago				
	Faculty Relocation/Dual Career Services: http://dualcareers.uchicago.edu/			
	From website: “Services are available to faculty partners and spouses seeking employment both inside and outside academia. We help our clients to prepare for the job search, develop networks and identify valuable resources. Our services include resume, CV and cover letter assessments, interviewing practice and assistance in developing job leads.			

	Our office consults with faculty and those who are considering faculty appointments at the University of Chicago in regard to residential purchases and rentals throughout the Chicago area. We offer insight on neighborhoods, provide realtor contacts, and advise on the mortgage process.”			
Summary	Eligibility	Duration of benefit	Location requirements	Programs
Program offered within an administrative office	Partners of recently appointed faculty	None listed	None listed	Partner contacts Dual Career Services directly
				“The University of Chicago is a founding sponsor of the Greater Chicago Midwest Higher Education Recruitment Consortium (GCM HERC), a network of regional academic and research institutions sharing information on job opportunities”
				The Provost reserves significant resources to assist partners seeking employment within the University. Decisions on the allocation of these resources are made in consultation with the deans and chairs of the academic units involved and in accord with appropriate search processes”

University of Florida				
	Dual Career Services: http://www.aa.ufl.edu/dual-career			
	From website: “The University of Florida’s Dual Career Services Program assists with dual career considerations across the campus and locally. The program’s services are intended to make opportunities for employment accessible to relocating life partners of new UF faculty members. Although the University cannot guarantee employment, department chairs and deans are encouraged to inquire about this service as soon as the possibility of relocation emerges for the spouse or domestic partner of a new faculty hire. Remember, we can never guarantee employment nor does this listing constitute endorsement of those employers.”			
Summary	Eligibility	Duration of benefit	Location requirements	Programs
Program offered within an administrative office	Faculty or non-faculty spouses or partners of UF tenure track new hires	None listed	None listed	1. Dual Career Referral Service: This service is offered to non-faculty spouses or partners of University of Florida tenure-track new hires. The Dual Career Service in the Provost’s Office provides information about the major employers in the general Gainesville/Alachua County area. “We encourage accompanying partners/spouses to use the information found at the Referral Service page to make initial contacts and share resumes directly with prospective employers. We can also provide, as requested, information about community activities and services in the area. Please contact... as needed with questions or special requests.” Includes: major employers in the area, temporary staffing, information about the Gainesville area

				<p>2. Dual Career Academic Hire Service: “The Dual Career Academic Hire process applies to the partner or spouse of a University of Florida faculty hire. The partner or spouse must also be qualified for a faculty position at UF. With the agreement and cooperation of the Dean(s) and Department Chair(s) of both the original hire and the spouse/partner hire, cooperative funding may possibly be arranged across the two departments and the Provost’s Office. See procedure at the Academic Hire Procedures page:”</p> <p>“Includes: Spousal/partner hire with shared funding: 1/3 funding: Department of original faculty hire 1/3 funding: Department of spousal/partner hire 1/3 funding: Provost’s Office”</p>
				Cannot guarantee employment, nor does the listing constitute endorsement of employers

University of Iowa				
	Dual Career Network: http://www.uiowa.edu/~dcn/			
	<p>From website: “The DCN assists the accompanying partner of a new, permanent faculty or staff member in locating and securing employment. The DCN works with all University colleges and departments, and the impact of this program is felt across campus: from Human Resources to Health Sciences, and Philosophy to Pathology. For those requesting services that do not qualify under program guidelines, the DCN offers a limited service appointment, where a resume/CV review is performed, and job leads, connections to community leaders and networking tips are provided.</p> <p>DCN clients receive one-on-one assistance until they secure employment, or for up to one year. Clients are provided with a resume/CV review, assistance with writing cover letters, the most current information related to interviewing techniques and salary negotiations, and career coaching, as well as University of Iowa job leads and leads with Corridor area businesses. The DCN collaborates with approximately 400+ area businesses in order to stay knowledgeable of where opportunities exist in the private sector.”</p>			
Summary	Eligibility	Duration of benefit	Location requirements	Programs
Program offered within an administrative office	Spouse or partner of a newly hired permanent faculty or staff member or part of a recruitment or hiring effort	Up to 1 year	Must have lived in the area for less than 2 years	DCN staff member conducts an initial consultation to determine employment needs; provided resume/CV review; DCN will connect partner with local contacts and open positions (university and area employers)
				<p>“Services provided:</p> <ul style="list-style-type: none"> • Resume/curriculum vitae review and rewrite expertise from a Certified Professional

				<p>Resume Writer</p> <ul style="list-style-type: none"> • Assistance with interviewing techniques, including the opportunity for a mock taped interview • Assistance with cover letter writing and salary negotiations • Access to job openings at The University of Iowa and in companies within the Corridor area • Names and contact information for local hiring decision-makers • Career coaching by a Certified Professional Career Coach • Information about local companies, including websites and an in-office resource library • Social gatherings to meet other University of Iowa newcomers”
				<p>“Those not eligible under these guidelines may request a “limited service” appointment, which will be a one-time meeting. You will receive a resume review and be given job leads, local community contacts and other valuable information to assist you in your job search”</p>
				<p>No intended to supplant individual job search efforts</p>

University of Maryland				
	Dual Career Information (Faculty Handbook): http://www.faculty.umd.edu/newfaculty/dualcareer.html			
	From website: “This information is provided to introduce spouses/partners of prospective or future faculty to the unique Washington D.C./Baltimore job market and to help them conduct effective job searches both before and after the move to the area.”			
Summary	Eligibility	Duration of benefit	Location requirements	Programs
No formal program; checklist of resources available on the web, with a referral to Career Services	N/A	N/A	N/A	<ul style="list-style-type: none"> • Links to “Job Search Resources”: • Job listings for University of Maryland, other universities in the region, and outside agencies (such as Government and the Higher Education Recruitment Consortium) • Postings at USA Jobs (federal government official jobs site), Maryland State Government, employment postings at surrounding counties, D.C., and Baltimore • Postings at nonprofit organizations (Maryland Association of Nonprofit Organizations, The Chronicle of Philanthropy, etc.) • Employment at private and public school systems • Employment websites for D.C. and Maryland; monster.com and other megajob websites; area newspapers • University of Maryland Career Center has resources for students, alumni, parents,

				employers, faculty/staff
				University of Maryland Career Center has resources for students, alumni, parents, employers, faculty, and staff.

University of Michigan				
	Dual Career Program: http://www.provost.umich.edu/programs/dual_career/			
	From website: "Having long recognized dual career partner assistance as a crucial element in recruiting and retaining its excellent faculty, the University of Michigan has developed one of the strongest dual career programs in the country. The two-page brochures listed below provide a general overview of the university's dual career efforts, some of which are limited to the partners of tenure track and tenured faculty."			
Summary	Eligibility	Duration of benefit	Location requirements	Programs
Program offered within an administrative office	General information available to all; limited information available for partner of a newly hired tenure track or tenured faculty	Not listed	Not listed	The Office of the Provost maintains the dual career website. "Available to everyone both in and outside the university, this site provides easy access to information about employment opportunities and career resources at the University of Michigan (including how to search and apply for jobs), other area colleges and universities, resources, and information about Ann Arbor"
				"Due to limited resources, other services are available only to the partners of tenure-track and tenured faculty members" "For those looking for staff or professional positions in such areas as education, private industry, administration, the nonprofit arena and government. The dual career coordinator can assist in the following ways: <ul style="list-style-type: none"> • Arrange informational interviews • Provide resume review and critique • Provide networking support for the greater Ann Arbor region • Provide resources for local and area job postings • Assist with online networking resources (i.e., LinkedIn) • Connect to resources to help with immigration/visa issues the partner may be experiencing"
				"The MI-HERC's web-based search engine, which is free and open to everyone, includes faculty and staff job listings at all 27 member institutions"

				Provides tip sheets on interviewing, cover letters, networking, and resumes. There are links to information on employment opportunities, career resources for the University of Michigan and surrounding colleges and universities, and general information about Ann Arbor
				Cannot guarantee job placement

University of Minnesota				
	Dual Career Services Program: Job-seeking services for spouses or partners http://www1.umn.edu/ohr/prod/groups/ohr/@pub/@ohr/documents/asset/ohr_87020.pdf			
	<p>From brochure: “Academic professionals are often members of dual career couples, and the employment needs of the spouse/partner are an important consideration. The University offers assistance to help spouses/partners discover job opportunities in the community.</p> <p>Although the University cannot guarantee employment, it provides the accompanying spouse/partner with the tools and services to access resources for an effective job search.</p> <p>Partnering with many offices across campus, the Relocation Assistance Program (RAP) works to ease the transition of moving to the Twin Cities by providing essential support to prospective and new faculty, staff, and their families.”</p>			
Summary	Eligibility	Duration of benefit	Location requirements	Programs
Program offered within an administrative office	Spouses/partners of any final candidates or new hires	Up to one year – no fee	Are relocating or have moved to the Twin Cities within the past year	<ul style="list-style-type: none"> • One-on-one consultations (career direction, assess the job market, develop a job search plan) internal or external to the University • Vita/resume review; posting to the RAP’s Community Employers website for easy access by recruiting and hiring managers • Networking through collaborative relationships with the alumni association, corporations, etc. to identify potential places of employment • Internal hiring: vitas and letters of support are sent to hiring departments; helps the partner navigate the University hiring system • Bridge funding to provide financial support to academic departments when an offer of acceptance is contingent on employment of spouse or partner • Workshops, including a spouse/partner job search workshop each fall semester
				“As a member of the Upper Midwest Higher Education Recruitment consortium (HERC), UMN works in association with other institutions in the region to provide access to higher education job opportunities”

University of Rochester				
	Dual Career Support: http://www.rochester.edu/diversity/faculty/dualcareer.html			
Summary	Eligibility	Duration of benefit	Location requirements	Programs
Program offered within an administrative office	Faculty only	None listed	None listed	Support for hiring departments. Deans and department chairs who need assistance with dual-career hires should contact ... in the Office for Faculty Development and Diversity ...”
				“Upstate New York HERC is composed of a diverse group of public and independent schools, colleges, and universities. Member representatives include faculty, staff, human resources professionals, institutional leaders, and faculty relations experts”

University of South Carolina				
	Dual Career Employment Services: http://hr.sc.edu/employ/dualcareer.html			
	From website: “The Division of Human Resources provides a new service to aid academic and administrative units that need to identify career opportunities for an accompanying partner. This service offers a much needed benefit to our campus community while also offering local businesses direct access at no cost to a unique pool of highly trained and experienced individuals.”			
Summary	Eligibility	Duration of benefit	Location requirements	Programs
Program offered within an administrative office	Free service for partners of newly recruited faculty or staff	Not listed	Not listed	“To access the service, use the Dual Career Employment Referral Form located on the Human Resources website. Once a referral is received, a USC Employment Coordinator will contact the interested individual about completing an Employment Placement Questionnaire . This form is on the website as well, or the information may be provided by phone”
				“The Employment Coordinator will take an active role in assisting the partner to find suitable employment through one-on-one meetings and correspondence, evaluating cover letters and resumes, sending community business associates the partner’s job profile, as well as reviewing USC's job openings and online employment process”
				“Participants in Dual Career Employment Services will have access to job postings within the University, as well as those in the surrounding community. While the program cannot guarantee employment, a wide range of career assistance services are available to help develop an effective job search strategy”

				<p>Employment resources include the databases of:</p> <ul style="list-style-type: none"> • USC Jobs • SC State Government • Midlands Technical College • South Carolina’s Job Bank • WIS-TV Job Link • Careers at SCE&G
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University of Virginia				
	Office of Dual Career Recruitment: http://www.hr.virginia.edu/other-hr-services/hr-consulting-services/employment/office-of-dual-career-recruitment/			
	From website: “The University of Virginia recognizes that employment decisions often involve two careers. We realize that you share unique challenges as part of a dual career couple, and we are committed to developing resources to assist you in your move to Charlottesville.”			
Summary	Eligibility	Duration of benefit	Location requirements	Programs
Program offered within an administrative office	Spouses (does not list “partners”) of newly hired faculty and those that anticipate working for the University	Not listed	Not listed	Complete and submit intake questionnaire.
				<p>“The Vice Provost for Faculty Recruitment and Retention and University Human Resources collaborate to offer a range of services which include:</p> <ul style="list-style-type: none"> • Individual consultations • Vitae/resume review • Networking opportunities • Career planning/coaching • List of independent career/life coaches • Letters of support • Help with navigation through the UVA hiring system • Comprehensive list of local and regional employers”
				Other links: relocation assistance, links to surrounding communities, links to child care facilities and local school systems, link to faculty and staff guide, cultural links
				“While clients of the Office of Dual Career Recruitment are not guaranteed employment, our office will aid and support you in your job search”

				“As a member of HERC, clients can search available positions at participating Virginia, D.C., and Maryland colleges and universities. Automatic e-mail notifications will be available to bring positions of interest to your attention”
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University of Wisconsin-Madison				
	Checklist of <i>administrative steps</i> needed for hiring the spouse or partner of a faculty hire. http://www.provost.wisc.edu/dual-career-checklist.htm			
	From website: “The following steps are provided to assist department chairs and other administrators in arranging a spousal/partner hire. The spouse/partner may be hired as faculty, academic staff, or classified (project or LTE) staff. The terms used apply to a spousal/partner hire within an academic department. The process is analogous for spousal/partner hires in administrative and support units: substitute supervisor for chair, unit for department, and director for dean or executive committee, etc. Please follow the applicable steps in the order listed here.”			
Summary	Eligibility	Duration of benefit	Location requirements	Programs
No formal program; checklist of administrative steps needed for hiring the spouse or partner	N/A	N/A	N/A	N/A