THE UNIVERSITY OF IOWA
RECRUITMENT AMBASSADORS PROGRAM:
FAQs for UI Supervisors

What is the Recruitment Ambassadors Program?
The Recruitment Ambassadors Program, sponsored by the Office of Equal Opportunity and Diversity, supports
the University’s strategic goals for increasing the diversity of our faculty and staff. Recruitment Ambassadors are
current or former faculty and staff members who participate to help recruit prospective employees. Through
personal contact and participation in campus-sponsored events, Recruitment Ambassadors will act as liaisons
between candidates and the university, and will highlight various outstanding attributes that make the
University of Iowa an “employer of choice.”
The Recruitment Ambassador program is a resource for departments/units conducting searches by offering
candidates an opportunity to interact with a current or former employee and receive a broad knowledge of the
university, and neighboring communities.

Who may participate as an ambassador?
Be a current or former professional & scientific/merit staff, faculty, for a minimum of 24 consecutive months in
good standing (supervisor approval required).

Do I have to be a racial/ethnic minority to serve as an Ambassador?
No, the Recruitment Ambassador program is open to persons of any racial/ethnic group.

How do you apply to serve as a Recruitment Ambassador?
• Request an application form from The University of Iowa Recruitment Ambassadors Coordinator at eod-
search-help@uiowa.edu or check out our website for the most up-to-date information.
• Faculty or staff members may also nominate colleagues by submitting a letter of nomination to
Recruitment Ambassador Coordinator, 202 Jessup Hall, or attach to an email and send to eod-search-
help@uiowa.edu.
• Applicants must submit one to two letters of recommendation.
• Check website for deadline information.

I supervise a Merit staff member who has asked to participate with this program. Will our department have
to pay overtime if the staff member participates with this program?
No, if the merit staff member participates apart from normal work assignments, no additional compensation will
be provided to Recruitment Ambassadors under this program.

An employee has asked me that I supervise to provide a letter in support of his participation. What are you
looking for in an effective Recruitment Ambassador?
Beyond the minimum of two years at the University, of which at least two years are employment experience,
we’re seeking individuals who can:
• Demonstrate a broad knowledge and/or interest in the university’s history, programs, services
and resources.
• Exhibit excellent communication, interpersonal and public speaking skills.
• Exhibit the aptitude for intercultural communication and the capacity to work with prospective
diverse faculty and staff employees and their families/guests.
• Represent UI in a positive, welcoming, and appropriate manner.
• Demonstrate professionalism, timeliness, resourcefulness, and ability to give/receive
constructive feedback.
What type of training do ambassadors receive?
The orientation and training sessions are designed to provide information about:
(Sample of offerings, not an exhaustive list).
- UI’s search policies and procedures
- Equal employment opportunity and affirmative action
- Confidentiality
- Diversity recruitment & retention best practices
- Campus programs, services and resources
- Unconscious bias
- Intercultural communication
- How to make referrals to appropriate university and/or community resources.

How can I utilize this service in my department to aid in the recruitment of underrepresented candidates?
When your department is recruiting and you know you have a candidate(s) coming in to interview, contact the University of Iowa Recruitment Ambassadors Coordinator, Wanda Malden at eod-search-help@uiowa.edu or phone (5-0705) to schedule an ambassador to meet with your candidate. Be sure to offer this service to your candidate(s) first to inquire whether they would like to meet privately with a Recruitment Ambassador to discuss any questions/concerns that they may have about relocating to and living in Iowa City.

Ambassadors may also distribute information about the University, or your department, to applicants in their home communities. Recruitment ambassadors are also available to participate at job fairs.

What types of activities will include Recruitment Ambassadors?
- Meet informally with candidates (coffee/breakfast/lunch/dinner/receptions)
- Attend job fairs with human resources representatives of the University
- Share information in their communities

As a supervisor of a Recruitment Ambassador, if my employee is requested to participate on a certain date that they have commitments in the office, can I refuse to allow their participation on that particular date. If yes, will it negatively affect their participation in the future with this program?
The employee’s level of participation during scheduled working hours is at the supervisor’s discretion, and release time from work for Recruitment Ambassador activities may only be taken with the supervisor’s approval. The supervisor’s signature on the application certifies that:
- the applicant is a University of Iowa employee in good standing and
- the supervisor is willing to allow time off for Recruitment Ambassador activities.

Recruitment ambassadors will not be penalized if they have to decline to participate on a particular date.

Whom do I contact for more information?
Contact: Office of Equal Opportunity and Diversity, eod-search-help@uiowa.edu

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