

## What Services Are Available?

- Client consultations during the University candidate's pre-offer (interviewing) stage
- Job search assistance
- Access to job openings at the University
- Networking with area employers or hiring officials at the University
- Resume/curriculum vitae and cover letter critique
- Assistance with interviewing techniques and salary negotiations
- Information about local employment demographics
- Other information that may be useful in a job search

## University of Notre Dame Dual Career Assistance Program

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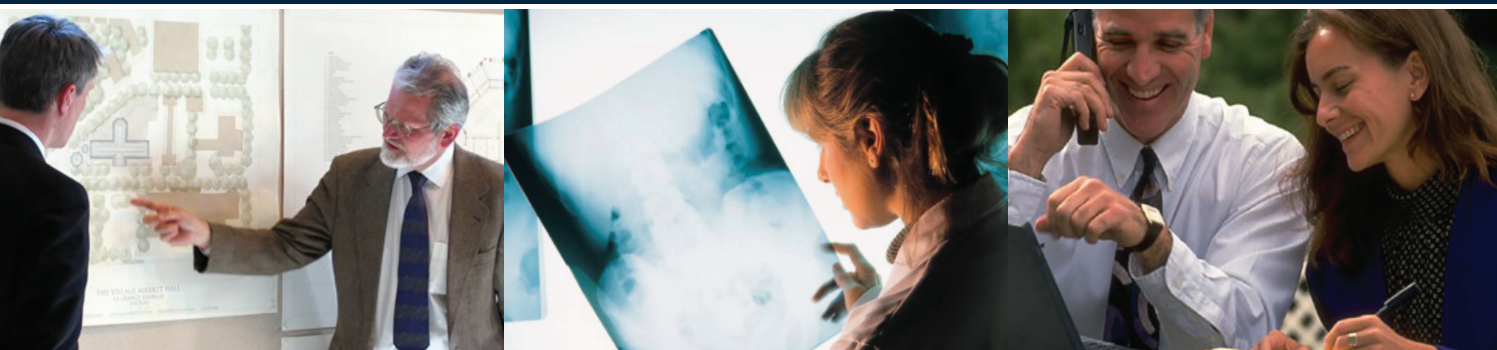
### Responding To The Needs of Dual Career Couples

## A Message

Transition to a new community can be both exciting and challenging. Many times candidates for permanent faculty and staff positions at the University of Notre Dame have a spouse or partner who is also seeking professional opportunities in the immediate area. To respond to those needs and to enhance our efforts to attract and retain the most qualified faculty and staff employees at the University, Notre Dame offers the Dual Career Assistance Program.

This Program offers the spouse or partner of a newly-hired full-time faculty or staff member personalized job-search assistance tailored to the client's unique skills and talents. Through collaboration with departments across campus and relationships with key community and business leaders, this Program helps clients conduct a professional and successful job search. During the first quarter of 2009, the program was expanded to include spouses and partners of continuing faculty who may be seeking job search assistance.\*\*

The University of Notre Dame is committed to providing professional assistance to dual career couples. We are delighted to offer this support service to our faculty and staff.



Dr. Thomas G. Burish,  
Provost

Dr. John Affleck-Graves,  
Executive Vice-President



## How Does This Program Work?

- The Office of the Provost, Deans, Department Chairs, Vice Presidents or department heads contact the Dual Career Assistance Program Manager to make a referral and provide basic information about the status of a University candidate search and/or an offer of employment. Basic information is given about the candidate's spouse or partner.
- An initial consultation is conducted with the spouse or partner to discuss his or her employment interests, skills and needs. Face to face meetings are encouraged. If not practical, initial consultations by phone or email are also available.
- The services offered through the Dual Career Assistance Program will be customized to fit individual needs.
- Assistance will be given in identifying appropriate employment opportunities and networking contacts. An individual's own job search efforts and follow up are crucial to the success of this program.



## Who Is Eligible?

- A spouse or partner of a new permanent full-time faculty or staff member who is being employed by the University through a regional or national recruitment effort, who is or will become unemployed due to relocation, or a spouse or partner of a continuing faculty member who is seeking job search assistance due to becoming unemployed.\*\*
- In the case of a new permanent full-time faculty or staff member or continuing faculty, a referral for services must be made by the Office of the Provost, a Dean, Department Chair, Vice President or department head.
- Priority is given to the spouse or partner of a faculty or staff member who has been employed at the University less than one year.
- The Dual Career Assistance Program does not create an entitlement to employment nor does it guarantee a position. Assistance will be extremely hampered if a client does not have authorization to work in the United States.
- Those not eligible for all services may still be able to secure information about local employers and community network partners. Please contact: askHR Customer Service Center at (574) 631-5900.

*\*\*Assistance dependent on current bandwidth*



## Additional Resources To Assist Families In Transition

The University continues to implement initiatives for all staff and faculty by encouraging healthy lifestyles, supporting a positive work environment, providing resources for assistance and promoting balance between home and work. Programs include:

- LifeWorks—a comprehensive program offering many resources to help face life's everyday challenges. For more information, access online at: [www.lifeworks.com](http://www.lifeworks.com) (User ID: notredame Password: gond).
- Convenient access to exercise facilities on campus to assist with physical and emotional well-being.
- Access to an on-campus licensed childcare center which provides a nurturing environment for young children to grow and develop. For more information, please visit [www.nd.edu/~ecdcnd](http://www.nd.edu/~ecdcnd).
- Access to an online childcare "locator" at [www.lifeworks.com](http://www.lifeworks.com).



- Assistance in identifying appropriate resources to help in the "Caring for Older Adults," "Caring for Children" and the availability of various support networks including a breastfeeding support group and support resources for caregivers.

To find out more about the Work Life initiatives and services that are sponsored by the University and available to employees and their families, please visit [www.hr.nd.edu/worklife](http://www.hr.nd.edu/worklife).