

RECRUITMENT PLAN FOR STAFF POSITIONS

Position Title: _____

Department: _____

Hiring Supervisor: _____

1. **Recruitment Area** (√)

Internal to University Local Regional State National

2. **Deadline or Review Date** (circle one): _____

This must be on a Friday and at least two weeks from submission to publications or five working days for an internal search.

3. **Search Committee Membership:** Search committee membership is usually determined by the hiring supervisor. All committee members are expected to fully participate in the search. Committee should be diverse in gender and ethnicity.

Name	Gender	Ethnicity

Search Committee Chair: _____

Phone number: _____

Email address: _____

4. **Publications:** Include any print and/or on-line media that will be utilized to announce the position vacancy. Place an asterisk next to those publications particularly targeted to recruiting women and/or minorities.

_____ Print Publications

_____ On-Line Publications (including list servs)

5. **Professional Conferences:** List any conferences that will be attended and recruitment will occur.

Conference Name	Location	Date
_____	_____	_____
_____	_____	_____
_____	_____	_____

6. **List any other special efforts used to recruit women and minorities** (i.e. organizations, universities, agencies, personal contacts, members of the discipline).

7. **Testing requirements** (clerical and some technical and service positions):

Test	Yes or No
Keyboarding	_____
Word	_____
Excel	_____
Access	_____
PowerPoint	_____

8. **Attach the position announcement, including primary responsibilities and required qualifications and email to Employment Specialist.**

9. **Attach scoring criteria and evaluation grid; matching the required qualifications of the position announcement.**

Approval Signatures

Hiring Supervisor Signature Date

Director/Dean Date

Assistant Director Date
Human Resources

Equity Issues Date