

RECRUITMENT PLAN

Hiring managers should complete the recruitment plan to provide information about advertising venues and a list of the search committee members. **This form must be completed and uploaded in the “Attachments” section of the ‘[Create Job Requisition](#)’ process.**

For more information, please visit: [Search Committee Education and Committee Composition Guidelines](#)

ADVERTISING

Human Resources will automatically post all positions on [HigherEdJobs.com](#). When selecting advertising venues, think creatively and strategically. The goal is to cast a wide net to yield a broad and highly qualified applicant pool, such as professional journals and associations, college and university placement offices and academic departments, affinity-oriented professional associations, and industry-specific listservs and publications. Please refer to the following detailed listing of [suggested advertising venues](#).

Human Resources will coordinate with your department to advertise in desired venues and the cost will be charged to the respective hiring department’s budget.* Provide the list of venues below:

1. _____
2. _____
3. _____

***NOTE: Faculty positions are also advertised in the Chronicle of Higher Education and Diverse: Issues in Higher Education. Any additional advertising will be managed by the respective hiring department and covered by their budget.**

SEARCH COMMITTEES

Search Committees should include a balanced representation of relevant stakeholders, including individuals who reflect a broad range of perspectives, backgrounds, and experiences, to promote an inclusive, fair, and consistent search process.

Position Title	_____
Position # (if available)	_____
Division/Department	_____
Hiring Manager	_____
Committee Chair	_____
Department	_____
Committee Assistant	_____
Department	_____

Committee Member	_____	Department	_____
Committee Member	_____	Department	_____
Committee Member	_____	Department	_____
Committee Member	_____	Department	_____
Committee Member	_____	Department	_____
Committee Member	_____	Department	_____
Committee Member	_____	Department	_____