

RECRUITMENT PLAN

Hiring Managers should complete the following Recruitment Plan in order to provide information regarding advertising venues and Search Committee members.

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 diverse and qualified applicant pool. (Ex. professional journals and associations; college/university placement offices and academic departments; affinity-oriented professional associations; and industry-specific list serves and publications.) Please refer to the following detailed listing of [suggested advertising venues](#).

Human Resources will work with your department to advertise in desired venues. Provide the list of venues below:

1. _____
2. _____
3. _____

SEARCH COMMITTEES

Search Committees shall include individuals of diverse genders, ages, races, national origins, etc.

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

**Search Committee Member
Department**

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