

Appendix 2.D – Administrative Diversity Recruitment Plan

Hiring Department/Division:	Form Submittal Date:				
Position Title:	Anticipated Start Date:				
NAMES OF SEARCH COMMITTEE MEMBERS (INCLUDE CHAIR)					
PAID ADVERTISING					
LIST OF PRINT AND ONLINE ONLY PUBLICATIONS & WEBSITES FOR REVIEW BY HUMAN RESOURCES					
PRINT & ELECTRONIC OUTREACH					
LIST OF PROFESSIONAL ASSOCIATIONS, LISTSERVS AND ORGANIZATIONS TO BE CONTACTED BY DEPARTMENT (LIST A MINIMUM OF 2 ACTIVITIES)					
NETWORKING OUTREACH					
LIST STRATEGIES FOR MAKING PERSONAL CONTACT WITH PROSPECTIVE APPLICANTS (IE, CONFERENCE ATTENDANCE, PROFESSIONAL NETWORKS, COLLEAGUES, ETC) LIST A MINIMUM OF 2 ACTIVITIES					
AVAILABILITY DATA REVIEW					
(INFO FOUND IN WORKFORCE UTILIZATION ANALYSIS-CONTACT DIVERSITY OFFICER OR HUMAN RESOURCES)					
Total # Division. Managers	Total # Division. Professionals	Total # Minority Managers	Total # Minority Professionals	Total # Women Managers	Total # Women Professionals
STATEMENT DESCRIBING CANDIDATE SELECTION CRITERIA					
ADDITIONAL ITEMS					
<ul style="list-style-type: none"> ATTACH A COPY OF THE PROPOSED ADVERTISEMENT ATTACH A COPY OF THE INTERVIEW QUESTIONS ATTACH A COPY OF COVER LETTER TO BE USED WHEN CONTACTING EXTERNAL RECRUITMENT RESOURCES REMINDER TO CONTACT HUMAN RESOURCES TO SCHEDULE APPLICANT BENEFITS OVERVIEW PRIOR TO CANDIDATE ARRIVING ON CAMPUS 					
APPROVALS					
SEARCH COMMITTEE CHAIR			UNIT HEAD		
Name:			Name:		
Date:			Date:		
HUMAN RESOURCES DIRECTOR			SPECIAL ASSISTANT TO THE PRESIDENT FOR EEO		
Name:			Name:		
Date:			Date:		