

RECRUITMENT PLAN

The recruitment plan should be developed with all members of the Search and Screen Committee.

The recruitment plan should include:

- Proposed Advertisement:
- * Newspapers and Professional Journals to be Advertised
- List of College and University Advertisements to be mailed
- Conference advertisements to be posted
- Special Mailings

Please list estimated costs of all advertisements.

* Dates for submitting advertisements and issue dates must be listed for all recruitment plans.

Approval will be given within 48 hours of receiving the recruitment plan, providing there are no problems with the plan.

Date Recruitment Plan received _____ Date Recruitment Plan approved _____

_____ Affirmative Action Officer _____ Faculty Liaison

If not approved, give reason(s)

1. _____
2. _____
3. _____

NO ADVERTISING CAN BE DONE UNTIL THE RECRUITMENT PLAN IS APPROVED.

* In the absence of the Affirmative Action Officer, the Director of Human Resources may sign the Recruitment Plan.