

RECRUITMENT PLAN - AUBURN UNIVERSITY

FORM A

Department _____ Position No. _____
College or Vice-President _____ Budget Account No. _____
Title of Position _____ Proposed Annual Salary Range _____
Proposed Date for Selecting Interviewees _____ Proposed Date Appointment to Begin _____
Person Completing This Form _____ Phone No. _____ Fax No. _____
Search Committee - Chair _____ Members: _____

Please check the recruiting activities you will use in your search. Be sure to respond to parentheticals.

- _____ 1. Place advertisements in appropriate professional journals, newsletters and job registries. (Please attach a copy of the position description and wording for the ad. List the publications.)
- _____ 2. Place advertisements in professional journals, newsletters, and job registries specifically geared to the attention of minority persons and women. (Please list the publications and attach a copy of the ad.)
- _____ 3. Place advertisements in local and regional news media. (Please attach a copy of the ad and identify media.)
- _____ 4. Send letters to academic departments that might have degree candidates who qualify as candidates for the position. (Please attach copy of form letter and list of departments.)
- _____ 5. Send position announcement to all appropriate Historically Black Colleges and Universities (HBCUs).
- _____ 6. Utilize personal professional contacts to solicit the names of potential candidates specifically. (Please list contacts on a separate sheet.)
- _____ 7. Utilize personal professional contacts to identify minority and women candidates specifically. (Please list contacts on a separate sheet.)
- _____ 8. Contact potential candidates at professional meetings. (Please list professional meetings and dates.)
- _____ 9. Contact minorities and women who are presently candidates for degrees. (May not be applicable to faculty positions.)
- _____ 10. Contact individuals referred by minorities and women presently on the staff or faculty.
- _____ 11. Utilize relevant professional files, registries, and resume banks to identify potential women and minority candidates.
- _____ 12. Utilize lists of names from previous searches for a similar position in the department.
- _____ 13. Consider candidates currently in temporary or non-tenure track positions.
- _____ 14. Utilize relevant organizations, associations, and agencies in making individual referrals for the position. (Please list on separate sheet.)
- _____ 15. Contact women and minorities teaching at women's colleges and predominantly minority colleges.
- _____ 16. Contact women and minorities currently holding professional positions in independent research institutions, industry, government, law firms, hospitals, etc.
- _____ 17. Register the position with University Personnel Services for advertising. **(Required for all positions except tenure track faculty.)**
- _____ 18. Other. (Please specify.) _____

Obtain signatures of department head and dean or vice-president, then mail all copies of this form to the Affirmative Action/Equal Employment Opportunity Office, Quad Center, Suite 13.

Dept'l Exec. Officer Date Collegiate Dean or Vice-President Date AA/EEO Director Date

Note: Please indicate whether you would like to pick up your approved recruitment packet or have it mailed to you through campus mail. Call 4-_____ for pick up. E-Mail (Address: _____)
 Mail (Address: _____)