

Recruitment - Search Plan

Position: _____ Dept: _____

- 1. Interview Team:** It is customary to appoint a team of people who will be working with the individual selected. Hiring decisions based on team interviews provides the candidate a truer picture of the job and usually results in the selection of a candidate who is more readily accepted by their peers. The team should include a minority representation whenever possible. Please list the names of faculty and staff serving on the interview team:

- 2. Evaluation Criteria:** List the knowledge, skills, and abilities the interview team will use to evaluate the candidates.

- 3. Recruitment Timeline:** When planning for the recruitment process, remember to consider vacation schedules, office work and other planning issues that may impede the process. For each item below please note the anticipated date in which you expect the task to be complete.

- a. Ads to run in print publications: _____
- b. Review of applications to begin: _____
- c. Telephone screening: _____
- d. On campus interviews: _____
- e. Reference checks: _____
- f. Selection made: _____
- g. Beginning date of employment: _____

- 4. Recruitment Efforts/Advertising:** Please list your recommendations on where you would like to advertise the position. Give consideration to the University's commitment to diversity and how to reach minority candidates in our recruitment efforts. In addition, professional and/or personal contacts can be a great resource for potential candidates. Utilize professional list serves and publications.

- The Chronicle
- Black Issues in Higher Education
- Hispanic Outlook in Higher Education
- Springfield News-Sun
- WDTN Job Connection
- Other: _____
- Dayton Daily News
- Columbus Dispatch

Please forward to Human Resources