

# RECRUITMENT PLAN TEMPLATE

**Title:** (Title of the position)

**Department:** (Name of Department)

**Search Committee Chair:** (Name and Phone Number of Search Committee Chair)

**Email of Search Chair:**

**Division:** (Name of Division)

\_\_\_\_\_(**check to confirm**) As the search chair, I am confirming that the Inclusion Advocate has been involved with the development of the job posting and recruitment plan.

\_\_\_\_\_(**check to confirm**) As the search chair, I am confirming that the roles, responsibilities and qualifications listed in this Position Announcement will be identical in all ads placed for this position. The only exception is when an abbreviated ad states the title, how to apply and then references the online applicant system for a detailed description.

**Demographic Data of Department:**

Number of Females in the Department: \_\_\_\_\_

Number of Males in the Department: \_\_\_\_\_

Number of White in the Department: \_\_\_\_\_

Number of Black in the Department: \_\_\_\_\_

Number of Hispanic in the Department: \_\_\_\_\_

Number of Asian in the Department: \_\_\_\_\_

Number of American Indian in the Department: \_\_\_\_\_

**The following people will serve on the search committee:**

(List members of the search committee – Indicate who will serve as the Inclusion Advocate)

**The position will be advertised in the following publications:**

\_\_\_\_\_(**check to confirm**) As the search chair, I am confirming that all advertising listed here will indeed take place. Online ads must be posted for at least 30 days.

(List publications, websites, list-serves you plan to place an ad and/or posting. Include any organizations/groups you intend to send a mailing.)

**The committee intends to recruit minorities, women, disabled and disabled veterans, other protected veterans, armed forces service medal veterans, and veterans recently separated from military service in the following manner:**

List how/where you intend to recruit minorities, women, disabled and veterans. Example: Advertise in trade magazines/journals with a minority emphasis and send position announcement to Affirmative Action mailing list and veteran resources listed below. See Inclusive Recruitment Resources on the Affirmative Action website at [www.gvsu.edu/affirmative](http://www.gvsu.edu/affirmative) and then click on Inclusive Recruitment Resources.

\_\_\_\_\_(**check to confirm**) As the search chair, I am confirming that the Position Announcement will be sent to the following Veteran Resources. They are both free.

Veteran Employment Services, State of Michigan

Contact: Chris Porter LER

Send Position Announcement to [porterc2@michigan.gov](mailto:porterc2@michigan.gov)

U.S. Department of Veterans Affairs (Vet Success)

Contact: Michael A. Poyma

Send Position Announcement to [Michael.Poyma@va.gov](mailto:Michael.Poyma@va.gov)