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| **RECRUITMENT PLAN** |



**Position Title:**

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| Department: |  | | Dept Cd: | |  | Advertising Cd: |  |
| Hiring Mgr.: |  | Dept. Contact Person: | |  | | Position Type: | Faculty Exempt PIN  CII Nonexempt PIN |

**For staff positions, must have submitted a PD/PI to HR for approval prior to submitting this form.**

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| **RECRUITING PROCESS -** Highlight or circle all channels through which the vacancy will be announced and recruited  (All price quotes will be sent to Department Contact Person and/or Hiring Manager for approval.) | | | | | | | |
| \* All Non-exempt positions will automatically be placed on <https://mwejobs.maryland.gov> (MD Workforce Exchange)  \* All Exempt and Faculty positions will automatically be placed on <http://diverseeducation.com/> (Diverse Issues in Higher Ed)  \* All Exempt and Faculty positions will automatically be placed on <http://higheredjobs.com.com/> (Higher Ed Jobs)  Click on [Diversity Recruitment Resources](https://www.salisbury.edu/administration/diversity-and-inclusion/diversity-recruiting-resources.aspx) for an assembled list of diversity recruiting resources for consideration | | | | | | | |
| Chronicle of Higher Ed (web) | | 60 days |  | Careerbuilder.com | | | 30 days |
| Insidehighered.com | | 60 days |  | Linkedin.com | | | 30 days |
| Hispanic Outlook (web) | | 8 weeks |  | Salisbury Daily Times (print) condensed display ad | | | 8 consecutive days |
| Other: | |  |  | Salisbury Independent (print) condensed display ad | | | 1 Thursday |
| **Department Specific Recruiting Effort** (please indicate contact information) | | | | | | | |
| **Other Colleges/Univ./Agencies** | **List Serves/Professional Networks** | | | | **Professional Conferences** | **Journals and Newsletters** | |
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| **OTHER:** If you are requesting the job ad to be advertised in other sites not listed above, please provide all pertinent information (name, contact info, resource, dates, etc.) Add more rows as necessary. | | | | | | | |
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| **What three (3) screening questions would you like added to the employment application?**  **These questions should directly relate to the required or preferred qualifications for the position.**  **The questions should prompt a yes/no response. If needed, we can make an explanation required.** |
| 1. |
| 2. |
| 3. |

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| **Check if using a search committee. Otherwise hiring manager is reviewing, interviewing and selecting.**  **If applicable, Membership of Search Committee (3 to 5 members)** | | | |
| **NAME** | **DEPT** | **NAME** | **DEPT** |
| **Chair:** |  | **Member:** |  |
| **Admin Spt:** |  | **Member:** |  |
| **Member:** |  | **Member:** |  |
| **Member:** |  | **Member:** |  |

**APPROVING SIGNATURES** (as applicable)

**By selecting this check box  , I am submitting my electronic signature below which represents my actual signature.**

|  |  |  |  |
| --- | --- | --- | --- |
| Department Chair/Director/Hiring Manager: | Electronic Signature: |  | Date: Click here to enter a date. |
| AVP/Dean/Vice President : | Electronic Signature: |  | Date: Click here to enter a date. |
| Received in Human Resources and Hiring Manager notified: | |  | Date: Click here to enter a date. |