

## RECRUITMENT PLAN APPROVAL FORM ACADEMIC, ADMINISTRATIVE AND EXECUTIVE HIRES

The University of Cincinnati is committed to the use of affirmative action measures consistent with applicable laws that ensure an environment of equal opportunity for all applicants and employees. Good faith efforts must be made to recruit qualified women and people of color applicants.

**Note:** This form must be completed and attached in People Admin under the Document section marked *Recruitment Plan*.

### TYPE OF POSITION

A complete list of job titles (Job Groups, 100, 102, 200, 202, and 204) may be found in the *Recruitment and Search Guide* and on People Admin.

**Academic\*:** Job Group 200, 202 and 204 (Full time Faculty)  
       \_\_\_ Assistant Professor                      \_\_\_ Associate Professor                      \_\_\_ Professor  
       \_\_\_ Instructor                                      \_\_\_ College of Medicine GEO Faculty \*\*  
       \_\_\_ Other \_\_\_\_\_

**Administrative:** Job Group 102                                      Job Title \_\_\_\_\_

**Executive:** Job Group 100                                      Job Title \_\_\_\_\_

\* Does not include part time faculty (i.e. adjunct, affiliates or visiting faculty titles)

\*\* In the RECRUITMENT RESOURCES OR METHODS section, explain in the OTHER field how GEO faculty was recruited.

\_\_\_\_\_  
Hiring Department

\_\_\_\_\_  
Chair/Director of Hiring Department

\_\_\_\_\_  
Requisition No./Position No.

**Department/Office Demographics: Total Employees:** \_\_\_\_\_  
       \_\_\_ Women    \_\_\_ People of Color    \_\_\_ African Americans    \_\_\_ Disabled    \_\_\_ VETS

**Is this position underutilized?** \_\_\_ Yes \_\_\_ No  
 If Yes, Goal Number (Available % from Utilization Analysis report)  
       \_\_\_ Women    \_\_\_ People of Color    \_\_\_ African Americans    \_\_\_ 7% Disabled    \_\_\_ 8% VETS

List the members of the search committee and the designated chair by department, gender, and ethnicity.

Role	Name	Job Title	Department	Gender	Ethnicity
Chair					
Member					
Member					
Member					
Member					
Member					
Member					
Member					
Member					
Member					
Member					

Anticipated Posting Date \_\_\_\_\_

Anticipated Application Review Date \_\_\_\_\_

**RECRUITMENT RESOURCES OR METHODS**

Please be specific in naming publications, listservs, direct contacts with colleagues, conferences, organizations, etc.

**Professional:**

- (Discipline journals/professional publications):

\_\_\_\_\_

- Professional Meetings/conferences (include dates):

\_\_\_\_\_

- On-line bulletin boards/job listing services:

\_\_\_\_\_

- Institutions/organizations/associations/placement services to receive announcements:

\_\_\_\_\_

**Women/People of Color/Veterans/Disability Outreach:**

- Organizations:

\_\_\_\_\_

- Publications:

\_\_\_\_\_

- Personal Contacts:

\_\_\_\_\_

**Other:**

\_\_\_\_\_

**SCREENING PROCEDURES**

Once the search committee has evaluated the applications utilizing the agreed-upon criteria, please describe the screening/interviewing methods that will be used.

Email applicant pre-screening questions     
  Phone Interview     
  In Person Interview  
 Presentation     
  Other (Explain) \_\_\_\_\_

**POSITION ANNOUNCEMENT**

In the space below, type or paste a draft position announcement. The box below will expand to allow for the needed space.

**APPROVALS REQUIRED BELOW**

EO Coordinator _____	Phone _____	Date _____
Dean/VP Designee _____		
Search Committee Chair _____	Phone _____	Date _____
Office of Equal Opportunity _____	Phone _____	Date _____