

APPENDIX 2.D – ADMINISTRATIVE DIVERSITY RECRUITMENT PLAN

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| Hiring Department/Division: | Form Submittal Date: |
| Position Title: | Anticipated Start Date: |

NAMES OF SEARCH COMMITTEE MEMBERS (INCLUDE CHAIR)

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PAID ADVERTISING

LIST OF PRINT AND ONLINE **ONLY** PUBLICATIONS & WEBSITES

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PRINT & ELECTRONIC OUTREACH

LIST OF PROFESSIONAL ASSOCIATIONS, LISTSERVS AND ORGANIZATIONS TO BE CONTACTED BY DEPARTMENT
(**LIST A MINIMUM OF 2 ACTIVITIES**)

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NETWORKING OUTREACH

LIST STRATEGIES FOR MAKING PERSONAL CONTACT WITH PROSPECTIVE APPLICANTS (IE, CONFERENCE ATTENDANCE, PROFESSIONAL NETWORKS, COLLEAGUES, ETC) **LIST A MINIMUM OF 2 ACTIVITIES**

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AVAILABILITY DATA REVIEW

(INFO FOUND IN WORKFORCE UTILIZATION ANALYSIS-CONTACT DIVERSITY OFFICER)

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| Total # Division. Managers | Total # Division. Professionals | Total # Minority Managers | Total # Minority Professionals | Total # Women Managers | Total # Women Professionals |
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STATEMENT DESCRIBING CANDIDATE SELECTION CRITERIA

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ADDITIONAL ITEMS

- ATTACH A COPY OF THE PROPOSED ADVERTISEMENT
- ATTACH A COPY OF THE INTERVIEW QUESTIONS
- ATTACH A COPY OF COVER LETTER TO BE USED WHEN CONTACTING EXTERNAL RECRUITMENT RESOURCES
- REMINDER TO CONTACT HUMAN RESOURCES TO SCHEDULE APPLICANT BENEFITS OVERVIEW PRIOR TO CANDIDATE ARRIVING ON CAMPUS

APPROVALS

| SEARCH COMMITTEE CHAIR | DIVISION CHAIR |
|------------------------|----------------|
| Name: | Name: |
| Date: | Date: |

SPECIAL ASSISTANT TO THE PRESIDENT FOR EEO

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|-------|
| Name: |
| Date: |