

RECRUITMENT PLAN

This form is to be completed and submitted to the Executive Director or Manager of Compliance Programs & Legal Affairs, Room AC-2H05. Written approval of this recruitment plan must be given before the vacant position may be posted or advertised.

A. Position Information

1. Department _____

Contract / Job Title _____

B. Advertising

1. **All ads are Posted Automatically on:** CUNY website, Inside Higher Ed, HERC (Higher Education Recruiting Consortium) and SimplyHired

CUNY Consolidated Advertisement: Chronicle of Higher Education (online and in print) must be requested

2. **Additional Advertising Media recommended or requested:**

National Ads in Higher Ed: Diverse Issues Women Hispanic Outlook New York Times LinkedIn

Local Posting(s): _____

Community or discipline related publication or website:

3. List other educational institutions, professional organizations and conferences where this position will be advertised or recruited (attach separate sheets if necessary).*

C. **Job Description:** Attach PVN and indicate timeline _____

D. Goals

The following goals have been set for this search:

1. Minimum number of applicants _____
2. Minimum number of candidates to be interviewed _____
3. Minimum number of candidates from protected classes interviewed _____
4. Number of candidates to be recommended to department/division head _____

**Please submit in writing the details of any additional recruitment measures taken, together with copies of your ads, to Compliance Programs and Legal Affairs before the interview process begins.*

It is the responsibility of either the Division Head or Department Chair to obtain participant approval of committee members from their supervisors.

D. Search Committee: Names of persons (suggested minimum - 5) who will serve on the search committee:

Chair: _____

Committee members: _____

Interested Party: _____

I understand that this position cannot be advertised in any way without the written approval of the Office of Compliance Programs & Legal Affairs. Failure to follow the approved plan may result in the **cancellation of the search.**

Approval Signatures:

Department Head _____ **Date:** _____

President, Divisional V.P. or Dean _____ **Date:** _____

Reviewed and Approved by Executive Director or Manager of Compliance Programs & Legal Affairs:

_____ **Date:** _____