The City University of New York

Office of Diversity and Compliance
(718) 262-2141
Room: AC – 2H05

RECRUITMENT PLAN

This form is to be completed and submitted to the Chief Diversity Officer. *Written approval of this recruitment plan must be given before the vacant position may be posted or advertised.*

A. Position Information

1. Department / Office _____

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. Goals

The following goals have been set for this search:

1. Minimum number of applicants _____
2. Minimum number of candidates to be interviewed _____
3. 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. <u>Search Committee:</u> 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 Diversity and Compliance. 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 the Chief Diversity Officer, Office of Diversity and Compliance:

_____ **Date:**_____

cc: Search Committee Chair

Revised – January 2016