



RECRUITMENT PLAN FOR:

Action Items & Activities	Projected Completion Date	Responsible Party	Status
Development and Approval of Performance Management Tool (PMT)			
Salary Range Determination for Position (Internal & External Equity) and Verification of Position Authorization and Funding			
Generate Position Approval Form and Submit to Finance for Budget Review and Approval			
Discuss and Approve Recruitment Strategy: <ul style="list-style-type: none"> - Search Committee(s) - No Search Committee - National, Regional, Local, or Internal Search - Executive Search Consultant 			
Develop Ad and Advertising Sources <ul style="list-style-type: none"> - Print Media - Non-Print Media - Web Sources 			
Develop Communication Plan for Start and End of Search: <ul style="list-style-type: none"> - Department/Division - Campus Community - Community AT-Large 			
Select and Train Interview Committee Members <ul style="list-style-type: none"> - Diversity of the Committee Members - The Role of the Committee - Effective Interviewing - Format for Pre-Screening and Interviewing Candidates 			
Approve Ad and Submit for Placement in Selected Recruitment Sources			
Resumes/Applicants are Pre-Screened and Ranked by Members of the Committee, Executive Search Firm, or Hiring Manager Based on Pre-established Criteria			



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Qualified Candidates are Invited to Campus for Personal Interview(s) with Committee Members and/or Hiring Manager			
Committee Chair, HR and Committee Members Provide Written Summary Regarding the Profile of Finalist			
Conduct Reference and Background Checks for Finalists			
Vice President or Provost Schedule Finalist for Personal Interview with President and/or Make Hiring Recommendation to President for Final Approval			
Submit Affirmative Action Form and Employment Transaction Form - Transaction Form to HR for Creation of Offer Letter			
HR and/or Provost Prepares Official Employment Offer Letter - Start date - Base Compensation - Start up Funds - Date of Benefits Briefing			
Schedule Finalist for New Employee Orientation			

Portfolio Owner / Hiring Manager

Date

Human Resources Representative

Date

V:/recruitmentplan (Forms folder)