



## RECRUITMENT PLAN FOR:

---

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



## RECRUITMENT PLAN FOR:

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

\_\_\_\_\_  
Portfolio Owner / Hiring Manager

\_\_\_\_\_  
Date

\_\_\_\_\_  
Human Resources Representative

\_\_\_\_\_  
Date

V:/recruitmentplan (Forms folder)