

University at Albany Affirmative Action Recruitment Plan

Position Budget Title _____ Date Completed _____
 Hiring Department/Office _____ Department Chair/Official _____ Telephone Number _____
 Contact Person _____ Telephone Number _____
 Name & Title _____

UTILIZATION SUMMARY

Current Composition of Hiring Department/Office/Job Group:

Areas of Underutilization

Search Geographic Area:

University ___ Local ___
 Regional ___ National ___

GENDER	A/PI	AI/AN	BLACK	HISPANIC	WHITE	TOTAL
Female						
Male						
TOTAL						

Race/Gender

Search Committee

Name	POSITION TITLE	RACE	GENDER	TELEPHONE NO.
	SEARCH CHAIRPERSON,			

Recruitment Sources (LIST ALL THAT APPLY.)

Print Media _____ On-line Sources _____ Associations _____ Other _____

Screening Procedures (RESPOND TO ALL THAT APPLY.)

- How will resumes be reviewed?

- The names of finalists will be submitted unranked or ranked (circle which applies) with strengths and weaknesses to _____ for selection.
- In addition to the criteria indicated in the Position Description, the following criteria will be applied to all finalists (e.g., Presentations/Demonstrations): _____

- Additionally, the following procedures apply to this search: _____

Diversity and Affirmative Action Office Review and Certification

Approval _____ Date _____
 If not approved by the Office of Affirmative Action, approval to go forward must be obtained from the President.

Attach additional pages if necessary.