

**UNIVERSITY AT ALBANY
RECRUITMENT PLAN**

SEARCH NUMBER _____

POSITION BUDGET TITLE _____ DATE COMPLETED _____
 HIRING _____ DEPARTMENT _____ TELEPHONE _____
 DEPARTMENT/OFFICE _____ CHAIR/OFFICIAL _____ NUMBER _____
 CONTACT PERSON _____ TELEPHONE _____
 NAME & TITLE _____ NUMBER _____

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	TITLE	RACE	GENDER	VET/DIS. STATUS
	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 ranked or unranked (circle which applies) 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: _____

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.

