

University at Albany Affirmative Action Recruitment Plan

Position Budget Title

Date Completed

Hiring Department/Office

Department Chair/Official

**Telephone
Number**

**Contact Person
Name & Title**

**Telephone
Number**

**ODI Rep
Name & Title**

**Telephone
Number**

UTILIZATION SUMMARY

Current Composition of Hiring Department/Office/Job Group:

Areas of Underrepresentation

Search Geographic Area:

University <input type="checkbox"/>	Local <input type="checkbox"/>
Regional <input type="checkbox"/>	National <input type="checkbox"/>

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.)

1. How will resumes be reviewed?

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

4. Additionally, the following procedures apply to this search: _____

Diversity and Inclusion Office Review and Certification

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

Attach additional pages if necessary.

Office of Diversity & Inclusion
University at Albany
Rev. March, 2012