

Please Note: This document must be downloaded first in order to be filled out.

Affirmative Action Recruitment Plan

Submit this form along together with HRM-1 and Workforce Planning document (WFP) or UP5 form outlining job description and qualifications. **Please Note:** Ability to work with culturally diverse populations must be included in job description and minimum qualifications of WFP or UP5.

Budget Title	
Date	Date
Department / Office	
Department Chair / Supervisor	
Contact Name and Title	
Contact Phone Number	

Utilization Summary

Current Composition of Hiring Department/Office/Job Group:

Gender	Asian / Pacific Islander	American Indians / Alaska Natives	Black	Hispanic / LatinX	White	Other	Total
Female							
Male							
Non-binary							
Total							

***Specify Other Race:**

Search Geographic Area (X all that apply):

University	
Local	
Regional	
National	

Areas of Underrepresentation (For ODI Only):

Search Committee

Generally accepted best practice for search committee construct (in terms of size and diversity of perspective) is a minimum of five members. **Please note:** the direct supervisor, department chair, and/or final decision-maker should not serve on the committee. See [ODI>Recruitment & Hiring>Step 2: Establish a Search Committee](#).

Name	Title	Race	Gender	Phone Number
Search Chair:				
ODI Rep:				
Member:				
Member:				
Member:				
Member:				

***Specify Other Race:**

Recruitment Resources

List All That Apply:

Print Media	
Online Sources	
Associations	
Other	

Screening Procedures:

1. How will resumes be reviewed?

Click to enter text.

2. Names of finalists will be submitted unranked with strengths and weakness to Click to enter text **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):

Click to enter text.

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

Click to enter text.