

Date _____



AFFIRMATIVE ACTION RECRUITMENT PLAN

Susquehanna University is committed to equal opportunity for all qualified applicants and good faith efforts to recruit qualified women and minority candidates. Before beginning an approved search, submit this form to the Affirmative Action Officer when the job description has been approved.

POSITION TITLE: _____ **POSITION CODE:** _____

DEPARTMENT ADVERTISING POSITION: _____

HIRING MANAGER: _____

SEARCH TYPE

National Regional Local Internal

SEARCH COMMITTEE

If a search committee is being used, please list the membership below. In the absence of a search committee, please record the names of individuals who will be participating in candidate interviews. In each case, please include a woman and/or member of a minority group and someone from another department in the process.

For additional information on whether a search committee is required for your search, please consult Human Resources.

Name	Title
	Search Chairperson

Date _____

RECRUITMENT SOURCES (List all that apply. Use additional sheets if necessary.)

Please list the full names of publications and organizations in which you will place the advertisement.

Print Media:

1. _____
2. _____
3. _____
4. _____
5. _____

On-line Sources (include postings on organizational websites)

1. _____
2. _____
3. _____
4. _____
5. _____

Other specific types of outreach you intend to do to attract diverse applicants

1. _____
2. _____
3. _____
4. _____
5. _____

What special efforts will be made to find applicants who are women or members of protected classes?

Describe any specific problems related to this search that should be considered in evaluating the recruitment plan.

Date _____

PROPOSED SEARCH TIMELINE

- _____ Position Approval & Posting
- _____ Candidate Review Begins
- _____ Affirmative Action Meeting (schedule with Affirmative Action Officer and Senior Staff member before any interviewing)
- _____ Phone Interviews (if planned)
- _____ On-Campus Interviews
- _____ Reference Checking
- _____ Offer
- _____ Close Search

AA PLAN REVIEW & APPROVAL

Signatures below indicate that the Recruitment Plan has been reviewed and is acceptable.

	Hiring Manager
	Appropriate Senior Staff Member
	Affirmative Action Officer

NOTE: A copy of this form will be retained with search-related materials in the Affirmative Action Office. Hiring managers must retain all search-related files, including evaluation sheets, interview ranking forms, committee notes/minutes, and application materials for a period of three years.