**Sample Recruitment Plan**

**Faculty**

Department:

Position # and Title:

Search Committee Members:

**Time Schedule for Recruiting Activities:**

|  |  |
| --- | --- |
| **ACTIVITY** | **DATE** |
| **Submit PeopleAdmin action requesting to advertise** |  |
| **Search Charge meeting with HR** |  |
| **Advertise nationally** |  |
| **Search Committee begins reviewing applications** |  |
| **Telephone/Skype interviews** |  |
| **Recommend finalists** |  |
| **Expected dates for campus interviews** |  |

**Strategies for Obtaining a Diverse Pool of Applicants/ Advertising Sources:**

**Budget Available (Advertising, Candidate travel expenses, etc.):**