

RECRUITMENT PLAN TEMPLATE

Title: (Title of the position)

Department: (Name of Department)

Search Committee Chair: (Name and Phone Number of Search Committee Chair)

Email of Search Chair:

Division: (Name of Division)

_____(**check to confirm**) As the search chair, I am confirming that the Inclusion Advocate has been involved with the development of the job posting and recruitment plan.

Demographic Data of Department:

Number of Females in the Department: _____

Number of Males in the Department: _____

Number of White in the Department: _____

Number of Black in the Department: _____

Number of Hispanic in the Department: _____

Number of Asian in the Department: _____

Number of American Indian in the Department: _____

The following people will serve on the search committee:

(List members of the search committee – Indicate who will serve as the Inclusion Advocate)

The position will be advertised in the following publications:

(List publications, websites, list-serves you plan to place an ad and/or posting. Include any organizations/groups you intend to send a mailing.)

The committee intends to recruit minorities, women, disabled and disabled veterans, other protected veterans, armed forces service medal veterans, and veterans recently separated from military service in the following manner:

List how/where you intend to recruit minorities, women, disabled and veterans. Example: Advertise in trade magazines/journals with a minority emphasis and send position announcement to Affirmative Action mailing list and veteran resources listed below. See Inclusive Recruitment Resources on the Affirmative Action website at www.gvsu.edu/affirmative and then click on Inclusive Recruitment Resources.

_____(**check to confirm**) **As the search chair, I am confirming that the Position Announcement will be sent to the following Veteran Resources. They are both free.**

Veteran Employment Services, State of Michigan

Contact: Chris Porter LER

Send Position Announcement to porterc2@michigan.gov

U.S. Department of Veterans Affairs (Vet Success)

Contact: Michael A. Poyma

Send Position Announcement to Michael.Poyma@va.gov