

# 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](http://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](mailto:porterc2@michigan.gov)

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

Contact: Michael A. Poyma

Send Position Announcement to [Michael.Poyma@va.gov](mailto:Michael.Poyma@va.gov)