

## Recruitment Plan and Advertising Form - Form B

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Position Number

Department/Unit Name

Position Description (Description of duties, indicating what are the essential functions of the position)

[Click for  
more text  
space](#)

Educational/Experience Requirements (List requirements and/or preferences )

List What Constitutes a Complete File (letters, reference names, resume, transcripts, portfolio, e.g.)

To Whom Are the Applications Sent (include e-mail address)?

[Click for  
more text  
space](#)

Firm Closing Date or Date when Review of Application Files Begins

List Resources/Advertisers To Be Used in Recruitment Process (**Attach Sample Advertisement or Vacancy Announcement**)

List Members of the Screening Committee and the Designated Committee Chairperson

Chairperson E-mail

Preliminary Timeline for Recruitment, Interview, and Selection Process

Function of Screening Committee (how will the committee operate)

## ADDITIONS OR CHANGES

Additions/Changes by Dean/Director:

[Click for  
more text  
space](#)

Additions/Changes by Civil Rights:

## APPROVALS

Chair/Head:

Date:

Dean/Director:

Date:

Civil Rights Director:

Date:

Vice President/President:  
(required for selected searches only)

Date:

Please review and save your document now. Save using the position name (ex: position"a123" would save under the name "a123".

[Click here to send this document to the dean/director.](#) (You will need to know the individual's e-mail address.)

[Click here to send this document to the Civil Rights Director](#)

[You will need to attach this document to your e-mail. Please refer to your mail program's help file for information.](#)

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Additional Text Space. (Please note from what section you are continuing from):