

Recruitment Plan and Advertising Form - Form B

Position Number

Department/Unit Name

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

[Click for
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Educational/Experience Requirements (List requirements and/or preferences)

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

To Whom Are the Applications Sent (include email address)?

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Firm Closing Date or Date when Review of Application Files Begins

List Resources/Advertisers To Be Used in Recruitment Process (**Attach Position Announcement and send MS Word document to civil@eiu.edu**)

List Members of the Screening Committee (include email addresses) and the Designated Committee Chairperson

Chairperson Email

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:

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Additions/Changes by Civil Rights:

APPROVALS

Dept. Chair/
Director:

Date:

Dean:

Date:

Civil Rights Director:

Date:

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

Date:

Please review and print your document now.

Additional Text Space. (Please note the section for which you are continuing):
