

The University of Arkansas, Fayetteville
Administrative/Faculty/Other Professional Non-classified Positions
RECRUITMENT PLAN

PSB # _____

Position Title _____

Department/BU Code _____

Working Title _____ (if applicable)

Please check the recruiting activities you will use in your search.

- _____ 1. Place advertisements in appropriate professional journals, newsletters, and job registries.
(Please attach a copy of the position description and wording for ad and list the publications.)
- _____ 2. specifically geared to the attention of minority persons and women.
(Please list the publications and attach copy of the ad.)
- _____ 3. Place advertisements in local and regional news media. *(Please provide name of media source and attach copy.)*
- _____ 4. Send letters to academic departments that might have degree candidates who qualify as candidates for the position. *(Please attach copy of form letter and list departments.)*
- _____ 5. Utilize personal professional contacts to solicit the names of potential candidates specifically.
(Please list contacts on a separate sheet.)
- _____ 6. identify minority and women candidates specifically.
- _____ 7. Contact potential candidates at professional meetings. *(Please list professional meetings and dates.)*
- _____ 8. Contact minorities and women who are presently candidates for degrees.
(May not be applicable to faculty positions.)
- _____ 9. Contact individuals referred by minorities and women presently on the staff or faculty.
- _____ 10. Utilize relevant professional files, registries, and data banks to identify potential women and minority candidates.
- _____ 11. Utilize lists of names from previous searches for a similar position in the department.
- _____ 12. Consider candidates currently in temporary or non-tenured positions.
- _____ 13. Utilize relevant organizations, associations, and agencies in making individual referrals for the position.
(Please list on separate sheet.)
- _____ 14. Utilize assistance of Office of Affirmative Action in identification of qualified minorities and women.
- _____ 15. Contact women and minorities teaching at women's colleges and predominantly minority colleges.
- _____ 16. Contact women and minorities currently holding professional positions in independent research institutions, industry, government, law firms, hospitals, etc.
- _____ 17. Register the position with Human Resources for advertising. (automatic through OFAA.)
- _____ 18. Other. (Please specify.)

Office of Affirmative Action

Date _____