

THE SEARCH PLAN AND RECRUITMENT EFFORTS

Once the posting is complete. Information about the search and recruitment efforts, planned and actual, should be included in AP Recruit.

In addition to the posting, the following information is required in AP Recruit. The following information 1) keeps the committee members and academic personnel school staff informed of the search plans 2) ensures a transparent and equitable process for the search, and 3) outlines criteria to be considered during the selection process. Information entered for basic, additional, and preferred qualifications need to be the same qualifications included in the job posting description.

Basic Qualifications

Minimum qualifications for the position.

Additional Qualifications (Optional)

Other qualifications that may be applicable to the position.

Preferred Qualifications

Qualifications above and beyond the minimum requirements for the position.

Planned Search & Recruitment Efforts

This section should provide information on how the committee plans to conduct the search. Include details such as to how the committee will 1) choose advertisements 2) review applications and 3) make decisions.

Actual Search & Recruitment Efforts

Throughout the search the planned efforts may change or evolve. In this section include actual recruitment efforts that took place.

Ad Documents

All documents related to the advertisements should be uploaded in this section. Including proofs, print screens, etc.

- HERC Category – Indicate the HERC category for the posting.
- Ad Sources – Indicate all areas in which the committee plans to advertise.
- Ad Evidence – Receipts, tear sheets, copies of postings etc.

The above information will not appear in the posting, but will be viewable for anyone who has access to the recruitment. While changes to the qualifications and application requirements may not be made once the position is posted, the search committee needs to self-monitor that they are not changing the requirements they consider for the position during the evaluation and selection process in order to include or exclude particular candidates.

APPROVALS

Once the recruitment has been posted and all of the Search Plan and Recruitment efforts have been documented, the posting will need to be routed for approvals by the Search Chair, the Dean and the Academic Personnel Office. The Academic Personnel Office will review and publish the recruitment. Recruitments are not published by the school.