

# UCF Faculty Search & Screening Process

## RECRUITMENT PLAN

**Purpose:** Proactive recruitment has relevance for both diversity and organizational mission. This form is used by the Hiring Manager, Search Committee Chair or Search Assistant to document good faith recruitment efforts.

**Prepared By:** The Search Assistant with guidance from the Hiring Manager (with Search Committee input, if requested).

**Submitted By:** The Recruiter is responsible for making sure the Recruitment Plan is uploaded to the Job Requisition in Workday for the Office of Institutional Equity's review and approval.

<b>Position Title:</b>	<input type="text"/>	<b>Position Number:</b>	<input type="text"/>
<b>College/Department:</b>	<input type="text"/>	<b>Hiring Manager:</b>	<input type="text"/>
<b>Check One:</b>	<input type="checkbox"/> External Search	<input type="checkbox"/> Internal Search	<b>Search Assistant:</b> <input type="text"/>

### Search Committee Members:

Have all search committee members completed training? ☐ Yes ☐ No

List Names and Roles of Search Committee Members below.

*(Search committee members, the hiring Manager and search assistant, must complete search committee training prior to participating in the search process. UCF employees may register via Workday. Please contact OIE to obtain non-UCF employee member access.)*

### Please list recruitment sources for the following searches below:

**External Sources** - List the journals, publications, discipline-based networks, job boards, and other media outlets where the committee's advertisement will be (has been) placed. Additionally, list letter/email campaigns to potential candidates and/or promotions at professional meetings/conferences. Submit list separately if more space is required.

☐ HigherEdJobs ☐ CareerBuilder ☐ Diversity Jobs ☐ LinkedIn ☐ The Chronicle of Higher Education

Please list other outside sources not checked above:

**Internal Sources** - List the colleges and departments (where appropriate) that you will email (have emailed) the vacancy to invite current employees to apply. Include any college/department meetings where vacancy was announced.