

Recruitment Plan Checklist



The Recruitment Plan Checklist is designed to help hiring departments prepare for and conduct a successful search. Hiring departments may contact the Office for Access and Equity at oe_eeo@uic.edu for additional support.

Position Title: _____ Requisition Number: _____

Department/College: _____ Hiring Officer: _____

Search Committee Chair: _____ Today's Date: _____

Instructions:

1. This form is to be completed by the Hiring Officer or their delegate. The Hiring Officer may seek input from the Search Committee to develop the Recruitment Plan.
In cases where the Search Committee input is included, the Search Committee Chair can use this form to guide discussions with the search committee for feedback. The Search Committee Chair can compile the committee's feedback on one form and submit it to the Hiring Official for review.
2. The Hiring Officer will prepare the final Recruitment Plan (with Search Committee input, if requested) and submit it to the Office for Access and Equity for review and approval.

Step		Check
For an Internal Search (I) – Complete Steps 1-3 For an External Search (E) – Complete Steps 1-5		
1 (I, E)	Prepare a list of the search committee members (including name, position title, and department). Check box to confirm that they have completed online search committee training module.	
2 (I, E)	Review the position description and job posting to confirm minimum and preferred job requirements, as well as the physical and mental requirements of the position.	
3 (I, E)	Review the department/college affirmative action/diversity goals. Contact OAE for assistance	
4 (E)	Determine what UIC attributes will motivate and/or attract target audience. Reference them in the job advertisements.	
5 (E)	Determine what may be perceived barriers to the target audience that would deter them from applying. Where possible, develop strategies to overcome them.	

Internal Search (Refer to Search Guidelines)

Recruitment	Your Recruitment Plan - Description	Date Completed	Name of Individual/Department Completing Action	Check
Post on UIC Job Site				
Personal & Professional Outreach	I will contact the following UIC employees and invite them to apply for the position: 1. _____ 2. _____ 3. _____	_____ _____ _____		
Emails & Dept/College Announcements	Email faculty in the following departments/colleges (include dates) Dept/College: _____ Dept/College: _____ Dept/College: _____	_____ _____ _____		

External Search (Refer to Search Guidelines)

Recruitment	Your Recruitment Plan - Description	Date Completed	Name of Individual/Department Completing Action	Check
Post on UIC Job Site				
Develop an applicant pool	See OAE website for job aide			
Personal & Professional Outreach	I will contact the following potential applicants and invite them to apply for the position: 4. _____ 5. _____ 6. _____	_____ _____ _____		
Place ads/website posts (Specify if a Diversity publ/website)	List Publication/Website Name and Date: <i>Check if the publ/website is diversity</i> Publ/Website: _____ Diversity: __ Publ/Website: _____ Diversity: __ Publ/Website: _____ Diversity: __	_____ _____ _____		

OAE Review, Recommendations, and Plan Approval

Action	Recommendation(s)	Date
Reviewed/Approved – No Recommendations		
Reviewed/Approved - Recommendations		
Reviewed/Approval Pending Recommended Changes – Returned to Hiring Official for changes and re-submission		