

Recruitment Plan Checklist



The Recruitment Plan Checklist will assist in preparing for a successful search. Hiring departments may contact the Office for Access and Equity at oeo@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	Action	Check
1	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.	<input type="checkbox"/>
2	Review the affirmative action goals and determine what UIC attributes will motivate and attract the targeted audience. Reference them in the job advertisements. Contact OAE for assistance.	<input type="checkbox"/>
3	Determine perceived barriers to the target audience that would deter them from applying. Where possible, develop strategies to overcome them (Good Faith Efforts).	<input type="checkbox"/>

Refer to the [Search Manual](#) for posting requirements

Recruitment	Your Recruitment Plan - Description	Check
Personal & Professional Outreach (Good Faith Efforts)	I will contact the following and invite them to apply for the position: 1. _____ 2. _____ 3. _____	<input type="checkbox"/>
Emails & Department Announcements	Email faculty in the following departments/colleges: Dept/College: _____	<input type="checkbox"/>

	Dept/College: _____ Dept/College: _____	
Place ads/website posts (Specify if a Diversity publication /website)	List Publication/Website Name: <i>Check if the publication/website is Diversity</i> Publication/Website: _____ Diversity: <input type="checkbox"/> Publication/Website: _____ Diversity: <input type="checkbox"/> Publication/Website: _____ Diversity: <input type="checkbox"/>	<input type="checkbox"/>