

Administrative Officer Positions Grades 14 and Above Intensive Recruitment Search Plan Review Form

Please complete this form and submit it to the Office of Equal Opportunity and Affirmative Action with a copy of the job description. Hiring managers may submit this information via-email (fax or regular mail if e-mail is not available). This search plan must be approved before the search begins.

PRQ # (if available) _____

Department/School/Institute/Center: _____

Position Title: _____

Hiring Manager's Name: _____

Contact Person's Name: _____

Phone #: _____ E-mail Address: _____

Department Profile (To be completed by the department)

The totals below are for administrative officers grades 10 and above only. Please do not include Officers of Instruction, Researchers, Librarians, or Support Staff.

	Women		Black		Asian		Native American		Hispanic		East Indian	
	#	%	#	%	#	%	#	%	#	%	#	%
Total												

Indicate which are the targeted groups for your department.

Women Black Asian Native American Hispanic East Indian

Recruitment Sources

Based on the diversity needs within your department identify professional associations, publications, educational institutions, websites, listservs, etc. that will receive the position announcement. (See the Hiring Toolkit Appendix, Outreach Sources for a list of advertising sources).

Equal Opportunity and Affirmative Action Approval Given Approval Withheld

Reviewed by: _____