

# Instructions for completing the Form A

The Form A and supporting documents are used to record recruitment strategy as provided on reverse side.

Planning is important to ensure that the information about the position is properly communicated to many potential candidates. Often a broad approach is used to make sure the job/position announcement reaches the target audience. Also, in this highly competitive employment environment, a recruitment strategy is important to insure that Auburn attracts the most qualified applicants.

Auburn University is an equal opportunity employer. As such all recruitment plans must be designed to attract qualified racial/ethnic minorities and women.

A Form A is required for all faculty positions and any A &P or Univ. Staff position where an affirmative action goal has been established. In some exceptional circumstances a waiver of a search may be requested. Such requests should be made in a written memorandum detailing the justification for not conducting a search. The request should be routed through the Dean/Director and Provost/Vice President with an HR-100/106 form with Parts A & B completed to the AA/EEO office.

## To complete Form A: Indicate information about the Department, College or Vice President; the position; and the search committee.

1. Ads and vacancy /position announcements : Prior to drafting ads and announcements, selection and screening criteria should be determined. Content and format of ads and announcements should be designed to get the attention of readers and motivate them to apply. Attach a copy of the draft of the announcement and ad to Form A. List the publications or mediums you plan to use to advertise the employment opportunity.
2. As an equal opportunity employer, Auburn University seeks to develop a diverse applicant pool. List or attach a list to Form A of the journals and newsletters you plan to use to communicate with minorities and women. If the ad is different than the one used in item 1., attach and label a copy of the alternate version to Form A.
3. List the names of any local or regional news media in which you plan to place ads.
4. Indicate on the Form A or attach all list servers and web sites (in addition to your own department, for faculty) you plan to use.
5. A list of Historically Black Colleges and Universities (HBCUs) is available in label format in your Dean's/Director's office or on the AA/EEO website. Attach a copy of your proposed cover letter to the Form A.
6. A list of the Top 100 institutions that confer the most post secondary degrees to racial/ethnic minorities is available from your Dean's/Director's office. The list is broken down by general academic areas and race/ethnic groups. If other lists of institutions are used attach them to Form A.
7. List any personal and/or professional contacts you and the search committee plan to make.
8. List the organizations ( with dates of meetings and/or conferences) that you plan to attend.
9. A copy of relevant sections of directories of minority and women candidates and recipients of recent doctoral degrees (such as MWDD) is available in your Dean's/Directors's office. These directories list approximately 4500 graduates in nearly 80 fields. Additional listings by discipline or directories may be available in the AA/EEO office.
10. List minorities & women and their department at Auburn whom you have asked to refer applicants for this position.
11. If you plan to consider applicants from a previous search, indicate on Form A the position number and job title of the previous search(es). (For A&P/Univ. Staff positions, applicants must submit position applications for this specific position.)
12. Organizations concerned with employment of minorities and women i.e, Urban Leagues, Community Colleges and Trade schools, etc. often are a good resources for applicants. If you plan to send an announcement to such organizations, associations or agencies, list them on Form A or on an attachment.
13. All positions (faculty, A&P, University Staff) must be registered with the Alabama State Employment Service which in turn lists the positions with America's Job Bank and other/web sites. For faculty positions, send a copy of the final, approved version of your position announcement to University Human Resources for forwarding to the Alabama State Employment Service and America's Job Bank.

**Approvals: Obtain signatures of Department Head, Dean, Director or Vice-President, then submit the Form A to the Affirmative Action/Equal Employment Opportunity (AA/EEO) office, Quad Center, Suite 005, along with a copy of the approved HR 100/106 (Part A) drafts of ads, announcements, sample cover letters, lists, etc.**