Please check the recruiting activities you will use in your search. Be sure to respond to parentheticals.

1. Place advertisements in appropriate professional journals, newsletters and job registries. (Please attach a copy of the position description and wording for the ad. List the publications.)
2. Place advertisements in professionals journals, newsletters, and job registries specifically geared to the attention of minority persons and women. (Please list the publications and attach a copy of the ad.)
3. Place advertisements in local and regional news media. (Please attach a copy of the ad and identify media.)
4. Send letters to academic departments that might have degree candidates who qualify as candidates for the position. (Please attach copy of form letter and list of departments.)
5. Send position announcement to all appropriate Historically Black Colleges and Universities (HBCUs).
6. Utilize personal professional contacts to solicit the names of potential candidates specifically. (Please list contacts on a separate sheet.)
7. Utilize personal professional contacts to identify minority and women candidates specifically. (Please list contacts on a separate sheet.)
8. Contact potential candidates at professional meetings. (Please list professional meetings and dates.)
9. Contact minorities and women who are presently candidates for degrees. (May not be applicable to faculty positions.)
10. Contact individuals referred by minorities and women presently on the staff or faculty.
11. Utilize relevant professional files, registries, and resume banks to identify potential women and minority candidates.
12. Utilize lists of names from previous searches for a similar position in the department.
13. Consider candidates currently in temporary or non-tenure track positions.
14. Utilize relevant organizations, associations, and agencies in making individual referrals for the position. (Please list on separate sheet.)
15. Contact women and minorities teaching at women's colleges and predominantly minority colleges.
16. Contact women and minorities currently holding professional positions in independent research institutions, industry, government, law firms, hospitals, etc.
17. Register the position with University Personnel Services for advertising. (Required for all positions except tenure track faculty.)
18. Other. (Please specify.)

Obtain signatures of department head and dean or vice-president, then mail all copies of this form to the Affirmative Action/Equal Employment Opportunity Office, Quad Center, Suite 13.

Dept'l Exec. Officer    Date    Collegiate Dean or Vice-President    Date    AA/EOE Director    Date

Note: Please indicate whether you would like to pick up your approved recruitment packet or have it mailed to you through campus mail.  Call 4-____ for pick up.  E-Mail (Address: ______________________)  Mail (Address: _______________________)

White—Director of Affirmative Action/EEO  Canary—Collegiate Dean or Vice President  Pink—Departmental Executive Officer