

Recruitment Plan

Filling Open/Vacant Positions

During the pre-search consultation, Human Resources will work with the hiring manager to identify recruitment activities that will help generate a broad applicant pool.

Standard Recruitment Activities - Human Resources will help departments recruit by posting the advertisement to the Shawnee State University career opportunities webpage. Career Services can post advertisements to Hand Shake. Marketing & Communications can share on SSU social media.

Minimum Additional Advertising - the recruitment plan must include one (1) advertisement in an industry/discipline-specific journal or website, except in the case of support staff positions, when advertisement in a regional or local newspaper is acceptable.

Active Recruitment Activities - the recruitment plan must include at least two (2) recruitment activities for faculty, administrative and public safety positions, and one (1) recruitment activity for support staff.

Position Details

Position to be Filled:	
Appointment Type:	
Department:	

Search Committee Details

Hiring Manager:	
Search Chair: <i>(if not hiring manager)</i>	
Search Committee Members:	

Recruitment Timeline

Launch Date:	
Target Close Date:	

Target Candidates

What type of candidate should be targeted for this role – identify what specific skills or background the candidate should possess.

Advertising Methods

The position will be advertised in the following (list publications, websites, list-serves you plan to place an ad and/or posting. Include any organizations/groups you intend to send the ad and/or posting to):

☐ Professional organizations in the industry/discipline

☐ Websites of organizations for military personnel and veterans

☐ Other

Examples of Recruitment Activities

☐ Source candidates from online searches of other institutions or internal contacts. Contact these individuals directly and ask them to apply;

☐ Use LinkedIn to source and contact viable candidates directly;

Ask faculty/staff members in your department to forward the posting to their association's listservs;

☐ If attending a conference distribute recruitment packets. Gather contacts and follow-up upon return;

☐ If attending a job fair collect resumes and follow up with an invitation to apply;

☐ Contact a student organization and ask to distribute information about the opening on an alumni listserv;

☐ Review applicants from other related searches from the recent past;

☐ Reach out to promising candidates from those searches and ask them to apply;

Utilize Handshake to reach out to qualified Alumni and ask them to apply;

Build relationships with department chairs, graduate directors, and deans of other colleges and universities;

☐ Build relationships with local and regional Job and Family Services offices and the VET representatives at those offices;

☐ Build relationships with organizations for individuals with disabilities; or
Build relationships with local and regional chambers of commerce and other organizations that support minorities.

****Evidence of recruitment activities must be submitted to HR before interviewing commences****