



EJobs Recruitment Plan

The hiring proposal form in eJobs has a Recruitment Plan section. This section of the hiring proposal is required for the University's Affirmative Action plan.

<p>Method of Directing the Search</p>	<p>Supervisor or Search Committee</p>	<p>Search Committee: Search Committees are required for all benefited faculty and high-level administrative searches (Administrative/Professional 9 and above). The Committee memberships should be diverse as appropriate for the position. The only identifier required is the committee chair. The demographics of search committee members are no longer required.</p> <p>Individual Supervisor: For support staff and some administrative positions, the supervisor may manage the search including reviewing applicants, checking references, and selecting a candidate.</p>
<p>List the Supervisor/Search Committee Members. Denote Chair of Search committee if applicable.</p>	<p>If Supervisor was selected, enter the supervisor's name. Otherwise enter the name of all search committee members and denote 'Chair' next to the search committee chair.</p>	<p>To ensure an effective and efficient decision-making process, Human Resources recommends that a search committee does not exceed 5-8 people, but no less than 3 people.</p>
<p>Describe how you will achieve diverse participation on your search committee.</p>	<p>Refer to the Committee Structure section on achieving diverse participation on your search committee.</p>	<p>This section is filled out only if you choose to direct the search via a search committee. State how your committee is diverse without using specific identifiers. E.g. "The committee includes both men and women, a student in the program, and both clinical and academic faculty."</p>
<p>Describe how you will seek requests for nominations and make direct contacts to ensure minority participation in the applicant pool.</p>		<p>Explain how your recruitment plan will reach a diverse audience. E.g. "The job will be posted on nationwide faculty recruiting websites, listservs and professional journals. Search committee members and faculty will make direct contact with qualified candidates in their networks."</p>
<p>List of places to be advertised.</p>	<p>All advertising efforts should be listed here.</p>	<p>Include in your advertising list:</p> <ul style="list-style-type: none"> • Jobs4TN - all jobs (automatically posted) • HERC - all jobs except temporary (free to departments) • ETSUHR Facebook, Twitter, LinkedIn, RSS • HigherEd Jobs • SREB (Faculty, Research, and Fellowship positions ONLY) • Other sites you select (fees incurred by department)