Quick Reference Guide: 
Recruitment Plan and Posting Documents

Purpose: In accordance with the Pro-active Diverse Recruiting Policy, it is the responsibility of all departments or units to pro-actively seek out and invite underrepresented persons to apply to fill open positions. Underrepresented refers to federally defined U.S. citizen ethnic groups--Hispanics, African Americans, Asians, Native Americans, Hawaiians/Pacific Islanders, and Two or more races as well as veterans and individual with disabilities. Units in some STEM disciplines may also include women. Department and campus units will be required to use at least three recruitment activities within their respective discipline or field that target diverse populations. For the complete policy, visit: http://provost.uark.edu/140516G.pdf

Instructions: Use the following steps to site the three (3) proactive recruitment sources aimed specifically towards underrepresented individuals and any other recruitment sources that will be utilized during the process. Sample announcements are required for all sources utilized.

1. The Recruitment Plan is the second tab when editing a posting. The three (3) Proactive Recruitment Sources are labeled #1, #2 and #3 and are all required.

2. The additional recruitment sources should be used to indicate other sources outside of the three (3) Proactive Recruitment Sources. Utilizing other recruitment sources is also allowed, but they do not count towards the Pro-Active recruitment requirements. Documentation of the type of source and verbiage of the ad or memo is required.
3. Indication whether or not the department will be utilizing other recruitment sources is required by a Yes/No drop down response.

4. The **Posting Documents** tab should be utilized to attach the draft of the advertisements that will be used during recruitment. All areas that have been identified as using for recruitment have a corresponding area in the posting documents to attach the required information.