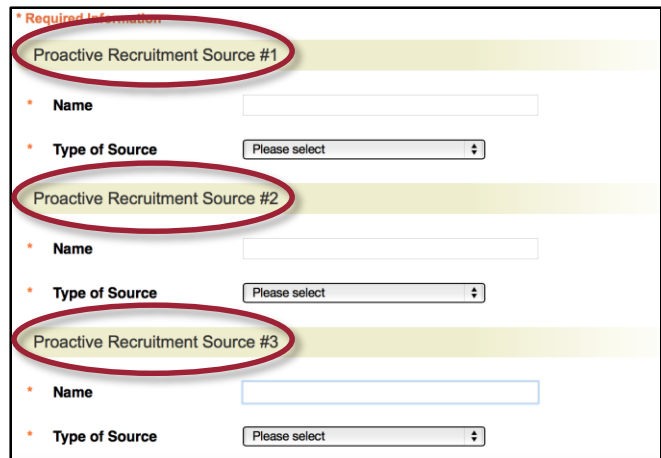


## Quick Reference Guide: Recruitment Plan and Posting Documents

**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.

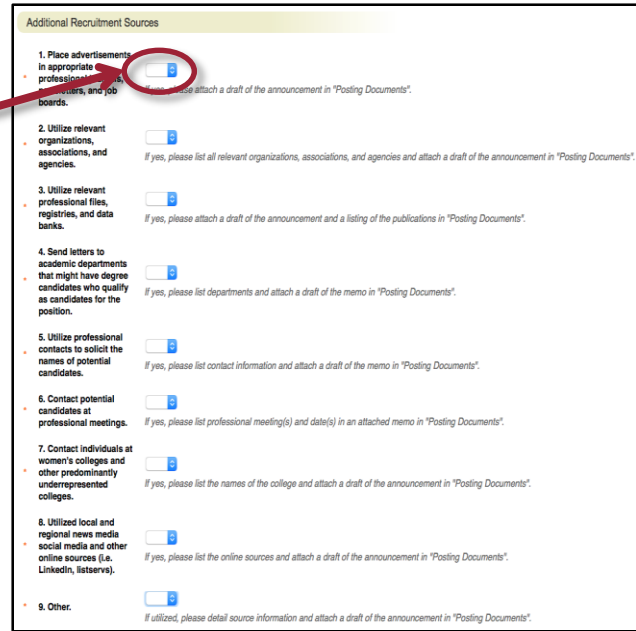
1. The **Recruitment Plan** is the second tab when editing a posting. The three (3) **Proactive Recruitment Sources** are labeled #1, #2 and #3 and are all required.



The screenshot displays a form titled "Required Information" for adding recruitment sources. It contains three identical sections, each labeled "Proactive Recruitment Source #1", "#2", and "#3" respectively. Each section includes a "Name" text input field and a "Type of Source" dropdown menu with "Please select" as the default option. Red circles highlight the source labels and the "Name" fields in each section.

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.

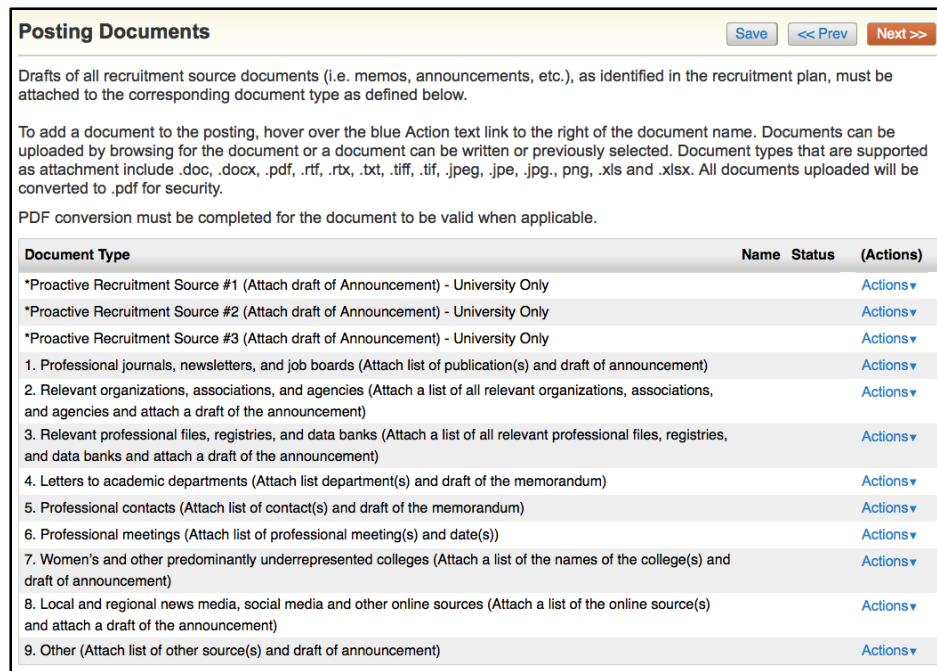
3. Indication whether or not the department will be utilizing other recruitment sources is required by a Yes/No drop down response.



**Additional Recruitment Sources**

- Place advertisements in appropriate professional journals, newsletters, and job boards.  Yes/No  
If yes, please attach a draft of the announcement in "Posting Documents".
- Utilize relevant organizations, associations, and agencies.  Yes/No  
If yes, please list all relevant organizations, associations, and agencies and attach a draft of the announcement in "Posting Documents".
- Utilize relevant professional files, registries, and data banks.  Yes/No  
If yes, please attach a draft of the announcement and a listing of the publications in "Posting Documents".
- Send letters to academic departments that might have degree candidates who qualify as candidates for the position.  Yes/No  
If yes, please list departments and attach a draft of the memo in "Posting Documents".
- Utilize professional contacts to solicit the names of potential candidates.  Yes/No  
If yes, please list contact information and attach a draft of the memo in "Posting Documents".
- Contact potential candidates at professional meetings.  Yes/No  
If yes, please list professional meeting(s) and date(s) in an attached memo in "Posting Documents".
- Contact individuals at women's colleges and other predominantly underrepresented colleges.  Yes/No  
If yes, please list the names of the college and attach a draft of the announcement in "Posting Documents".
- Utilized local and regional news media, social media and other online sources (i.e. LinkedIn, listservs).  Yes/No  
If yes, please list the online sources and attach a draft of the announcement in "Posting Documents".
- Other.  Yes/No  
If utilized, please detail source information and attach a draft of the announcement in "Posting Documents".

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.



**Posting Documents** Save << Prev Next >>

Drafts of all recruitment source documents (i.e. memos, announcements, etc.), as identified in the recruitment plan, must be attached to the corresponding document type as defined below.

To add a document to the posting, hover over the blue Action text link to the right of the document name. Documents can be uploaded by browsing for the document or a document can be written or previously selected. Document types that are supported as attachment include .doc, .docx, .pdf, .rtf, .rtx, .txt, .tiff, .tif, .jpeg, .jpe, .jpg, .png, .xls and .xlsx. All documents uploaded will be converted to .pdf for security.

PDF conversion must be completed for the document to be valid when applicable.

Document Type	Name	Status	(Actions)
*Proactive Recruitment Source #1 (Attach draft of Announcement) - University Only			Actions▼
*Proactive Recruitment Source #2 (Attach draft of Announcement) - University Only			Actions▼
*Proactive Recruitment Source #3 (Attach draft of Announcement) - University Only			Actions▼
1. Professional journals, newsletters, and job boards (Attach list of publication(s) and draft of announcement)			Actions▼
2. Relevant organizations, associations, and agencies (Attach a list of all relevant organizations, associations, and agencies and attach a draft of the announcement)			Actions▼
3. Relevant professional files, registries, and data banks (Attach a list of all relevant professional files, registries, and data banks and attach a draft of the announcement)			Actions▼
4. Letters to academic departments (Attach list department(s) and draft of the memorandum)			Actions▼
5. Professional contacts (Attach list of contact(s) and draft of the memorandum)			Actions▼
6. Professional meetings (Attach list of professional meeting(s) and date(s))			Actions▼
7. Women's and other predominantly underrepresented colleges (Attach a list of the names of the college(s) and draft of announcement)			Actions▼
8. Local and regional news media, social media and other online sources (Attach a list of the online source(s) and attach a draft of the announcement)			Actions▼
9. Other (Attach list of other source(s) and draft of announcement)			Actions▼