Date: _____

Recruiting & Advertising Plan
2023-2024

National research suggests that student success increases when students see their racial, ethnic and/or gender identity reflected in faculty and staff. Each department and hiring committee must be intentional about broadening our searches and seeking candidates who are committed to inclusion and diversity by creating a recruitment and advertising plan. This guideline documents advertising and recruiting strategies the hiring committee will use to attract a wide range of diverse and qualified applicants.

V.P./Division _____

Department _____

Position Title _____

Search Advocate _____

Committee Members _____ _____

_____ _____

_____ _____

Search Timeline (approx.)   From: _____   To: _____

Planned Search & Recruitment Efforts to Increase Diversity

List the proactive efforts and strategies the committee & department will engage in to yield a robust, highly qualified and diverse applicant pool (e.g. professional conferences, targeted emails, letters, personal contacts/ phone calls, etc.).

- _____
- _____
- _____
- _____

Salt Lake Community College

Advertising Sources

List all locations where the advertisement will be published, posted online or distributed. People & Workplace Culture representatives will post the position (All positions are posted to jobs.utah.gov, higheredjobs.com, and indeed.jobs).

☐Publications

_____

☐Website

_____

☐Listservs

_____

☐Professional Organizations

_____

☐Colleges/Universities (identify graduate schools that will receive the position announcement)

_____

Well Defined Evaluation Criteria

Provide evaluation and selection criteria that are job related and align with the position description (e.g. Allow for trade-offs, education, teaching philosophy, experience, service contributions, experience working with diverse groups, etc.).

1. Choose selection criteria that can be consistently applied to all candidates.
2. Consider assigning a weight to signify the level of importance in the overall selection.

Please email the completed form to talent@slcc.edu. SLCC's Talent Acquisition team will collect this data to improve our recruitment process.