

University at Albany Affirmative Action Recruitment Plan

Position Budget Title

Date Completed

Hiring Department/Office

Department Chair/Official

**Telephone
Number**

**Contact Person
Name & Title**

**Telephone
Number**

**ODI Rep
Name & Title**

**Telephone
Number**

UTILIZATION SUMMARY

Current Composition of Hiring Department/Office/Job Group:

Areas of Underrepresentation

Search Geographic Area:

University Local
Regional National

GENDER	A/PI	AI/AN	BLACK	HISPANIC	WHITE	TOTAL
Female						
Male						
TOTAL						

Race/Gender

Search Committee

Name	POSITION TITLE	RACE	GENDER	TELEPHONE NO.
	SEARCH CHAIRPERSON,			

Recruitment Sources (LIST ALL THAT APPLY.)

Print Media _____ On-line Sources _____ Associations _____ Other _____

Screening Procedures (RESPOND TO ALL THAT APPLY.)

- How will resumes be reviewed?

- The names of finalists will be submitted unranked or ranked (circle which applies) with strengths and weaknesses to _____ for selection.
- In addition to the criteria indicated in the Position Description, the following criteria will be applied to all finalists (e.g., Presentations/Demonstrations): _____

- Additionally, the following procedures apply to this search: _____

Diversity and Inclusion Office Review and Certification

Approval _____ Date _____ If not approved by the Office of Diversity and Inclusion, approval to go forward must be obtained from the President.
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Attach additional pages if necessary.

Office of Diversity & Inclusion
 University at Albany
 Rev. March, 2012