Information to Include in a Hiring Plan

I. Justification for the Search (what position is sought; is it a new or replacement position; how will the position benefit the unit; etc.)

II. Composition of Search and Screen Committee – who is the chair of the committee?

III. Advertising
   A. Include a copy of the proposed ad.
      1. If you are considering hiring ABD or someone lacking a terminal degree at the time individual goes on the payroll, include language to that effect.
      2. If the position is for a lectureship, state the length of the lectureship. If lectureship is renewable, state this fact.
      3. If preference will be given to certain candidates, explain what criteria will determine the preference.
      4. If you plan to keep accepting applications past a certain date, state this fact in the ad, and state for how long you will be accepting applications.
      5. Include HigherEdJobs.com in the list of advertising.
      7. Send copies of position announcement to the list of Historical Black Colleges found in the affirmative action “academic packet” in the Copy Center.
      8. Take other actions to assure a diverse pool.
      9. Diverse Issues, Indian Country Today, Hispanic Outlook
   B. Where will the ad be placed and the rationale.
   C. Include any other advertising/recruiting that will be undertaken.

IV. Time Line
   A. Date(s) for running ads and other recruiting activity.
   B. Period for review of applications.
   C. Target date for requesting authorization to schedule campus visits.
   D. Target dates for scheduling candidate visits.
   E. Target dates for sending recommendation to hire.

V. Evaluation Criteria

VI. Evaluation Process
   A. How will the evaluation criteria be used? (For example, will checklists be created; how will candidates be ranked, etc.)
   B. What will be the evaluation process?