The individual supervisor and/or search committee, with the support of Human Resources, is responsible for creating a recruitment plan that will generate an overall pool of qualified applicants. Focus should be on resources that are more likely to reach populations historically or currently underrepresented in a particular profession or academic discipline. This can include, but is not limited to women, racial minorities, persons with disabilities, and protected veterans. As a federal contractor, East Tennessee State University is required to demonstrate that these recruitment and outreach activities are effective in generating a qualified applicant pool. Recruitment efforts should be strategic and show the University’s good faith efforts in generating a diverse applicant pool.

The following is to assist in developing an effective and inclusive recruitment plan and to ensure you have met all Affirmative Action Procedures (\*). Additional spaces are available for adding to the plan. Identification of the recruitment plan should be completed *prior to the posting of the position*.

If you have any questions or concerns, please reach out to your [HR Business Partner](https://www.etsu.edu/human-resources/hrbp.php) for further guidance.

**Checklist for Creating an Effective Recruitment Plan**

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| **Items required for recruitment plan** |
|[ ]  \*Brieing with your HR Business Partner, HR Generalist, and/or the EEO Specialist regarding search guidelines as needed.  |
|[ ]  \*Appropriate Position Description – *update job description as needed (an audit might be required for support staff and administrative positions); use inclusive and gender-neutral language; only include the essential functions “must haves”.* |
|[ ]  \*Determine minimum required qualifications for position (staff and admin positions are predetermined by HR) – *this includes requirements for accreditation for the department; as well as, university policy.*  |
|[ ]  \*Participation by diverse and inclusive individuals in the search committees. |
|[ ]  \*Regional Advertisements (eJobs, local/regional newspapers, websites, HERC, social media, etc.) ([EEO/AA](https://www.etsu.edu/humanres/hiring/eeoc-aa-ada.php)) |
|[ ]  \*National Advertisements (Higheredjobs.com, *The Chronical of Higher Education*, *INSIGHT Into Diversity*, etc.) ([EEO/AA](https://www.etsu.edu/humanres/hiring/eeoc-aa-ada.php)) |

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| **Additional recruitment possibilities for effective recruitment** |
|[ ]  Compile the names of faculty/staff who are experts in the profession/field who may be called upon to recruit potential candidates (Internal or External to ETSU) |
|[ ]  Identify and advertise in professional journals, newsletters, listservs, or other publications |
|[ ]  Relevant professional or community organizations, caucuses, etc. that respond to the needs of women, racial minorities, people with disabilities, and veterans (internal and external to ETSU) |
|[ ]  Review the listing of diverse institutions and recruitment sites ([EEO/AA](https://www.etsu.edu/humanres/hiring/eeoc-aa-ada.php)) |
| [ ]  | Consider ways to solicit recruitment help from alumni, members of the University, and community.  |
|[ ]  Review professional/academic association websites to determine if a specialized job board is available. |
|[ ]  Share the job opening link with all faculty/staff in the college/department to distribute to individuals in their networks who may be qualified for the position. |
|[ ]  Identify places potential candidates in this academic discipline/profession congregate (e.g. professional meetings, conferences, etc.). Recruit at these venues and prepare standard recruitment materials. |
|[ ]  Consider university/departmental social media accounts or those that are professionally focused among faculty/staff in the college or department.  |
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| \*\*eJobs will prompt search committee chairs/supervisors in verifying the completion of all necessary affirmative action procedures. \*\*Please be sure to **document** all recruitment efforts and maintain records such as copies or screenshots of actual advertisements, letters/phone calls or emails to other departments, universities, listservs, and participation in job fairs or networking events. |