

RECRUITMENT PLAN

Memorandum

To: Arlene Peterson, Director, Affirmative Action, Compliance & Diversity
From: _____
Date: _____
Re: _____ (Position)

Below please find the recruitment plan for the position of _____ in the department/division of _____. The anticipated starting date is _____.

The Advertisement for the position will be sent to numerous recruitment sources, including the following newspapers and journals:

New York Times (*indicate specific section*)
Chronicle of Higher Education
Diverse
Hispanic Outlook

(Select as many sources as required.) Please delete this box after selection has been made.

Letters including the advertisement will be sent to Department chairpeople at:

New York University
Columbia University
CUNY Graduate Center
Yale University, Graduate Studies
Howard University
Hofstra University
Adelphi University
SUNY Stony Brook
Rutgers University
Virginia State University

Example Only:
Your list should reflect agencies/or organizations related to the position being searched. **Please delete this box after reading the instructions.**

Additionally, it will be sent to the following organizations:

Asian American Federation of New York
NAACP (national headquarters)
National Coalition of 100 Black Women
Hispanic Association of Colleges and Universities
John D. Calandra Italian American Institute

Additionally, the Job Posting will be placed on the CUNY and LaGuardia Web Page, LinkedIn, and on the Jobs Hotline.

RECRUITMENT SOURCE ADVERTISEMENT VERIFICATION

Federal and University regulations require documentation of recruitment efforts. The following information is being submitted with all documents required for the appointment of the candidate. The college officer representing the hiring department must attest that the proposed and approved Recruitment Plan has been executed.

Please list the sources (CUNY postings, newspapers, journals, organizations, etc.) and the dates when the job postings were forwarded for this position.

	Date
	Date
	Date
	Date
	Date

I certify that appropriate procedures have been followed to distribute the job posting to the recruitment sources as proposed in the attached Recruitment Plan and that the above is true to the best of my knowledge and belief.

Name and Signature of Dean/VP

Division

Date