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

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

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.

(revised 6/14/11)
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

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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