

# UCF Faculty Search & Screening Process

## RECRUITMENT PLAN

**Purpose:** Proactive recruitment plays a crucial role in advancing the university's mission. This form is used by the Hiring Manager, Search Committee Chair or Search Assistant to document recruitment efforts.

**Prepared By:** The Search Assistant with guidance from the Hiring Manager (*with Search Committee input, if requested*).

**Submitted By:** The designated recruiter in Workday is responsible for making sure the Recruitment Plan is uploaded to the Job Requisition.

**Position Title:**  **Job Req Number:**

**College/Department:**  **Hiring Manager:**

**Check One:**  External Search  Internal Search **Search Assistant:**

### SEARCH COMMITTEE MEMBERS:

Have all search committee members completed training? **Yes**  **No**

*(\*\*Search Committee Members, Hiring Manager, Search Assistant, and Recruiter must complete the search training prior to participating in the search process. UCF employees may register via Workday. Please contact UCF IT to obtain access for non-UCF employees. \*\*)*

*Please list the names and the roles of the Search Committee Members below:*

### List recruitment sources for the following types of searches below:

**External Searches-** List in the box below journals, publications, discipline-based networks, job boards, and other media outlets where the committee's advertisement will be (has been) placed. Additionally, list letter/email campaigns to potential candidates and/or promotions at professional meetings/conferences. Submit a list separately if more space is required.

HigherEdJobs  CareerBuilder  Circa Works  LinkedIn  The Chronicle of Higher Education

**Please list other external recruitment sources not identified above:**

**Internal Searches-** List in the box below the colleges and departments (where appropriate) that you will email (have emailed) the vacancy to invite current employees to apply. Include in the box below any college/department meetings where vacancy was announced.

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