



**Position to be Filled:**

Department: \_\_\_\_\_ Title & Grade: \_\_\_\_\_  
Job Requisition #: \_\_\_\_\_ Date of Posting: \_\_\_\_\_

Is there a Search Committee? Yes \_\_\_\_\_ No \_\_\_\_\_

If Yes, please list the names and titles of committee members:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Person to contact in hiring department about this Search Plan:

\_\_\_\_\_

**Recruitment Plan:**

A successful Affirmative Action search is achieved by structuring an effective recruitment plan. Search plans should be tailored around the specific position. Typical search methods are listed below. You may elect to use some of these or you may use others.

**Paid Advertisement:**

Names and dates of newspapers and professional publications where ads will appear:

\_\_\_\_\_  
\_\_\_\_\_

**Web Advertising, ListServ**

Names and dates of publications and professional organizations that you plan to contact:

\_\_\_\_\_  
\_\_\_\_\_

**Contacts:**

Names of colleges, universities and individuals you plan to contact:

\_\_\_\_\_  
\_\_\_\_\_

**Other Recruitment Efforts:**

Agencies, placement services or informal network-please list:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ Departmental Authorization \_\_\_\_\_ Date

Please complete form and e-mail form to EOP at [equalopportunity@yale.edu](mailto:equalopportunity@yale.edu) or fax to 432-7884