

EPA Recruitment Plan

Part A

Position Information:

School/Division: _____ Title of Position: _____
Position # _____ Note: Attach finalized job description

Search Committee Members:

The committee shall consist of no fewer than three members, list full name, title, SPA/EPA status, race and gender; identify Search Committee Chair

<u>Full Name</u>	<u>Title</u>	<u>EPA/SPA</u>	<u>Race/Gender</u>

Part B

Recruitment Information:

Anticipated date of initial advertisement(s): _____ Date review of applications will begin: _____
Anticipated date of appointment: _____

Selection Criteria:

Attach a list of specific knowledge, skills and abilities to be used in evaluating candidates. Describe format or method the Search Committee will use to determine applicants for interviewing.

Advertising Plan:

List all channels through which the vacancy will be announced. These may include sending the vacancy announcement to professional publications, professional conferences, other college and universities, prominent members of the discipline, web postings and personal contact.

Documents that must be submitted with Parts A and B:

- Meeting minutes
- List of selection criteria
- List of all advertising sources
- Copy(s) of ready-to-mail advertisement(s) going into media
- Copy(s) of flyers, vacancy notices, letters, etc. (each unique advertisement or notice)

Committee Chair Signature

Date

Hiring Supervisor's Signature

Date

Division Head

Date

The University of North Carolina and UNCSA's policies and procedures regarding equal employment opportunity and diversity, and the School's ethnic and gender profile have been given full consideration in drafting this Recruitment Plan.

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Departmental Profile:

Completed by the EEO Officer

EPA-NT/EPA Positions Allocated as FTE: _____ EPA-NT/EPA Positions Filled as FTE: _____

	White	Black	Asian	Hispanic	Native American	Other	Total
Men							
Women							
TOTAL							

The plan is approved _____

The plan is approved with modifications _____ (see attached revisions)

(Signature of EEO)

Date

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Part C

Position Information:

School/Division: _____ Title of Position: _____
Position # _____

Non-Selection of Applicants:

Please ensure that the online system reflects a non-selection code for each candidate not being offered an interview. Non-selecting the candidates in the PeopleAdmin system will NOT trigger a communication to the applicants. They will be unaware, at this point, of any change to their status.

Search Committee Signature

Date

Division/Department Head Signature

Date

Chancellor Signature (if applicable)

Date

Applicant Pool Profile:

HR to attach the EEO summary report from the PeopleAdmin system.

EEO Signature

Date

Do not proceed to Part D until Part C has been signed by all required parties.

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Part D

School/Division: _____ Title of Position: _____ Position # _____

Interview and Selection Process:

Recommendations should directly relate to Selection Criteria outlined in Part B. As candidates do not move forward in the interview process, they should be non-selected in PeopleAdmin.

Search Committee's selection for first round of interviews

Applicant's Name

Search Committee's selection for second round of interviews (if applicable)

Applicant's Name

Candidate(s) recommended for this position by the Search Committee

Applicant's Name

Search Committee Chair

Date

Division Head Signature

Date

EEO Signature

Date

Chancellor Signature

Date

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Part E

Position Information:

School/Division: _____

Title of Position: _____ Position # _____

Candidate(s) recommended to Hiring Supervisor for this position by the Search Committee

Applicant's Name	Interviewed (Y or N)

Final Selection by the Hiring Supervisor

Candidate's Name _____

Detailed Explanation for Selection:

Hiring Supervisor Signature

Date

Division/Department Head Signature
(should be different from Hiring Supervisor)

Date

EEO Signature

Date

Chancellor Signature

Date