

The hiring official and/or search committee, with the support of Human Resources, is responsible for developing a targeted recruitment plan that will generate an overall pool of qualified applicants. Attention and planning should be directed toward sources that are more likely to reach populations historically or currently underrepresented in a particular profession or academic discipline. This can include, but is not limited to women, racial minorities, persons with disabilities, and protected veterans. As a federal contractor, the University of Virginia is required to demonstrate that these recruitment and outreach activities are effective in generating a qualified applicant pool reflecting the labor market availability. Recruitment efforts should be strategic, therefore simply posting a position in the online system and generalized sources may not suffice in demonstrating the University’s good faith efforts in generating a diverse applicant pool.

The following can serve as a foundation for developing an effective and inclusive recruitment plan. Open spaces are available for adding to the design. The recruitment plan should be completed *prior to the posting of the position*.

Checklist to Developing An Inclusive Recruitment Plan		
<input type="checkbox"/>	Determine labor market availability to identify whether your position is underutilizing women or minorities	
<input type="checkbox"/>	Compile the names of faculty/staff who are experts in the profession/field who may be called upon to recruit potential candidates (Internal or External to UVA)	
<input type="checkbox"/>	Identify journals/magazines read by people in the academic discipline or profession for posting your job advertisement	
<input type="checkbox"/>	Contact those in similar positions/roles for the names of websites they would visit to learn about job opportunities	
<input type="checkbox"/>	Contact relevant professional or community organizations, caucuses, etc. that respond to the needs of women, racial minorities, people with disabilities, and veterans	
<input type="checkbox"/>	Engage in places where people in this academic discipline/profession congregate (e.g., professional meetings, conferences, etc.). Identify who is available to recruit at these venues and prepare standard recruitment materials	
<input type="checkbox"/>	Engage in places where the best people in this academic discipline/profession work (e.g., strong department at other universities, etc.).	
<input type="checkbox"/>	Review the school/unit strategic priorities and generate names of people who are publishing or performing innovative research in those areas, active on association advice boards of relevance, etc.	
<input type="checkbox"/>	Identify department websites on which the job advertisement may be placed, ensuring it is accessible to all who may try to access it	

<input type="checkbox"/>	Engage with affinity groups and placement offices at other universities and institutions. Review the websites of graduate and undergraduate career services offices which list places their students consider in their job search	
<input type="checkbox"/>	Consider ways to solicit recruitment help from alumni and members of the University community	
<input type="checkbox"/>	Look internally at internship or fellowship programs within the university, listservs, or potential applicants suggested by current department members	
<input type="checkbox"/>	Review prior applicant data on how individuals learned of similar positions in the department or at the University at large	
<input type="checkbox"/>	Consider institutional social media accounts or those that are professionally focused among faculty/staff in the school or unit as an outlet	
<input type="checkbox"/>	Review professional/academic association websites to determine if a specialized job board is available	
<input type="checkbox"/>	Distribute the job opening information to all faculty/staff in the school/unit and ask them to distribute to individuals in their networks who may be qualified for the position	
<input type="checkbox"/>	Review the listing of Historically Black Colleges and Universities (HBCUs) compiled by The Hundred-Seven database or those that are Hispanic Serving Institutions (HSIs)	
<input type="checkbox"/>	Review the event calendar for the University/School/Unit to determine if there has been a talk, conference, symposium, etc. related to the work of the position and contact the event organizers to determine if an email list of registrants or attendees is available and an option for distributing information.	
<input type="checkbox"/>		
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<input type="checkbox"/>		

Please be sure to **document** all recruitment efforts and maintain records such as copies or screenshots of actual advertisements, letters or emails to other departments, universities, listservs, and participation in job fairs or networking events.