

Inclusive Search-Phase One: Search Preparation

Date	Hiring Unit/Department
Position Title	
Hiring Manager Name	Hiring Manager Phone
Hiring Manager Email	
Search Committee Chair Name	Search Committee Chair Phone
Search Committee Chair Email	

What are the AA Goals for this search?

Hispanic or Latino	Black or African American	Native Hawaiian or Pacific Islander	Asian
American Indian or Alaskan Native	Women	Protected Veterans	Individuals with Disabilities

Additional Advertising Sources/Platforms	Professional Organizations, Listservs
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Search Committee Member/s

Acknowledgment of Search Committee Expectations and Recruitment Inclusive Guidelines

The Search Committee members have completed the Inclusive Hiring Training.

The Search Committee Chair understands the role of the Equity Advocate.

The Search Committee has reviewed and understands the Affirmative Action goals for this position.

Search Committee Chair	Date
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Position Description/Job Posting Approval

The position has been reviewed by the Office of Institutional Equity to ensure position description and posting are in alignment with established guidelines.

OIE	Date
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Recruiter	Date
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