**University of Wyoming**

**SEARCH PLAN**

##### FACULTY, ADMINISTRATORS, AND AT-WILL EMPLOYEES

Departments must obtain position authorization from either Academic Affairs or the Vice President of Administration. A Job Requisition form is also required to open a search.

**GENERAL INFORMATION**

**DATE: POSITION # POSITION TITLE:**

**COLLEGE: DEPARTMENT:**

**EXTERNAL SEARCH \_\_\_\_\_\_\_**

**INTERNAL SEARCH \_\_\_\_\_\_\_**

**RECRUITMENT ADVERTISING PERIOD: (ASSIGNED BY EPO) FROM: \_\_\_\_\_\_\_\_\_\_\_TO\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_**

(Jobs must be posted for a minimum of 30 days unless an exception is requested and approved. See [www.uwyo.edu/diversity](http://www.uwyo.edu/diversity) for more info about exceptions.)

**RECRUITMENT COMMITTEE**

**Indicate Chairperson and Contact Person:**

|  |  |  |
| --- | --- | --- |
| Name | Race | Gender |
| **1.** |  |  |
| **2.** |  |  |
| **3.** |  |  |
| **4.** |  |  |
| **5.** |  |  |

**ADVERTISING PLAN**

**LIST ADVERTISEMENT LOCATIONS (Attach Copy of Final Ad)**

**DIVERSITY**

**Indicate how the search committee intends to utilize strategic approaches to attract a diverse applicant pool. This section may include networking activities, attending professional meetings, direct contacts, etc.**

PRELIMINARY SCREENING SEARCH CRITERIA

PRELIMINARY SCREENING SEARCH CRITERIA (initial cut):

1.

2.

3.

4.

5.

APPROVALS

**Search Chair Date**

**Department Head Date**

**Dean/Vice President Date**

**Is the department underutilized?**

**Minorities: \_\_\_ Yes \_\_\_ No**

**Females: \_\_\_ Yes \_\_\_ No**

**Comments:**

**Diversity/EEO Date**