



FACULTY RECRUITING PLAN¹ CHECKLIST – TEXAS AGRILIFE RESEARCH

(to be completed by the unit head or chair of the search committee)

Upon approval of a new faculty position in GreatJobs, and approval of the search committee, the unit head or search committee should prepare a recruiting plan and submit the following form with attachments for review by Human Resources and approval by the Director or designee:

1. Draft position announcement
2. Proposed outlets for advertising. (Please list all proposed below)

3. Additional recruiting efforts to be engaged to ensure diversity. (Please describe below or attach additional pages as necessary.)

4. Draft recruiting/interview timeline and itinerary
5. Selection criteria. (Attach selection matrix or other document indicating selection criteria.)
6. Date that search committee received or is scheduled to receive training on effective recruiting for diversity: _____

Your signature indicates your agreement to maintain the following records:

- | | |
|------------------------------------|---|
| a. Position description | e. Evaluation forms/matrixes |
| b. Position announcement | f. Results of reference checks |
| c. Resumes/CVs/applications | g. Written communication with candidates |
| d. Interview questions and answers | h. Search committee meeting notes/minutes |

Submitted: _____ Date: _____
 Search Committee Chair

Approved: _____ Date: _____
 Unit Head

HR Review: _____ Date: _____
 Chief Human Resources Officer

Approved: _____ Date: _____
 Director or designee

¹This document is used in context with the Recruiting and Selection Guide for Hiring Managers and Supervisors, found at <http://aghr.tamu.edu/recruitment/recruiting-guide.pdf>