**RECRUITMENT PLAN**

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| **POSITION INFORMATION** | | | | | |
| Date: | |  | | | |
| Budget Position Number: | |  | | | |
| UW System Title: | |  | | | |
| Type of Recruitment: | |  | | | |
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| **PARTICIPANTS** (\* denotes required minimum of three members, including the chair) | | | | | |
| **ROLE** | **NAME** | | | | **DEPARTMENT**  *(EMAIL**if external to UWGB)* |
| *\*Chair* |  | | | |  |
| *\*Panel/Committee member 1* |  | | | |  |
| *\*Panel/Committee member 2* |  | | | |  |
| *Panel/Committee member 3* |  | | | |  |
| *Panel/Committee member 4* |  | | | |  |
| *Panel/Committee member 5* |  | | | |  |
| *Panel/Committee member 6* |  | | | |  |
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| **SUBJECT MATTER EXPERT (SME)** *(RECRUITMENT PANEL ONLY)* | | | | | |
| NAME: | | | | DEPARTMENT: | |
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| **POSITION ANNOUNCEMENTS COMPLETED BY HR** | | | | | |
| Aging and Disability Resource Center  American Indian Chamber of Commerce  Aspiro Inc.  Black Community Information Notices  Brown County Veterans Services  Clarity Care  College of Menominee Nation Keshena  College of Menominee Nation Oneida  Desert Veterans of Wisconsin  Fox 11 Job Finder  Fox Cities Rotary Multicultural Center  Handshake  HigherEd Jobs  Hmong Chamber of Commerce  InDeed  INSIGHT Into Diversity  Job Center of Wisconsin | | | Mission Wisconsin  Multicultural Center of Green Bay  NEW Curative Rehabilitation  Oneida Nation  Options for Independent Living  Social Media (Facebook, Twitter)  St. Norbert College  TAM (Talent Acquisition Manager)  UW System Portal (TAM)  UWGB Human Resources Website and HR Connect blog  Veteran’s Employer Representative (Derek Jablonicky)  Veteran’s Job Bank  We All Rise  WI Dept. of Workforce Development  Wisconsin Jobs for Wisconsin Grads  YWCA | | |
| Chronicle of Higher Education (for all Faculty, Limited, and Academic Staff positions). | | | | | |
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| **POSITION ANNOUNCEMENTS COMPLETED BY DEPARTMENT** | | | |
| ***\*\*Please save copies of all position announcements/communications. These must be submitted to HR for retention.*** | | | |
| **DATE** | **NAME** | **TYPE** | **COST?** |
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| **ROUTING** | | | |
| 1. Recruitment Chair sends form electronically to Designated Approver (cc: [hr@uwgb.edu](mailto:hr@uwgb.edu) and Admin Support) 2. Designated Approver sends an email indicating approval to Recruitment Chair (cc: [hr@uwgb.edu](mailto:hr@uwgb.edu) and Admin Support) | | | |
| *Any changes/updates to panel/committee members or additional posting locations should be re-routed as listed above.*  *Recruitment Chair retains all electronic approvals until conclusion of the recruitment.* | | | |