**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 CenterAmerican Indian Chamber of CommerceAspiro Inc.Black Community Information NoticesBrown County Veterans ServicesClarity CareCollege of Menominee Nation KeshenaCollege of Menominee Nation OneidaDesert Veterans of WisconsinFox 11 Job FinderFox Cities Rotary Multicultural CenterHandshakeHigherEd JobsHmong Chamber of CommerceInDeedINSIGHT Into DiversityJob Center of Wisconsin | Mission Wisconsin Multicultural Center of Green BayNEW Curative RehabilitationOneida NationOptions for Independent LivingSocial Media (Facebook, Twitter)St. Norbert CollegeTAM (Talent Acquisition Manager)UW System Portal (TAM)UWGB Human Resources Website and HR Connect blogVeteran’s Employer Representative (Derek Jablonicky)Veteran’s Job BankWe All RiseWI Dept. of Workforce DevelopmentWisconsin Jobs for Wisconsin GradsYWCA |
|  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 and Admin Support)
2. Designated Approver sends an email indicating approval to Recruitment Chair (cc: hr@uwgb.edu and Admin Support)
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| *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.* |