

Position Title: _____ Date of Posting: _____

Budget Unit and/or Department: _____

Full-time: Part-time: New position: Replacing: _____

1. Summary of Advertising Plan: list names of publication(s) and approximate date(s) appearing. Keep a copy of advertisements in your files for three years.

- a) Tech Today (date) _____
- b) Professional journals or newsletters: _____
- c) Local media: _____
- d) Regional publications: _____
- e) National publications: _____
- f) Minority publications: _____
- g) Women's publications: _____
- h) Email lists – please attach _____
- i) Direct Communications: _____
- j) Other: _____

2. List any special measures that will be taken to solicit applications from women or minority groups:

3. All search committee members must have completed the Diversity Literacy Workshop and Legal Aspects Certification (<http://advance.mtu.edu/certified.php>). Please list search committee members here and provide the Office of Equity and Inclusion with those names.

Approved by: (Signature)	Title	Date
	Chair of Search Committee	
	Department Chair	
	Dean	

Submit this form to the Chair and Dean before the search process begins along with the Position Authorization Form. Please attach a copy of the ad.

Form III: Faculty Interview Approval

Position Title: _____ Date of Posting: _____

Budget Unit and/or Department: _____

1. Department EEO Report: The search chair or search admin will run the EEO Report to attach to this form. Instructions on how to do this will be provided.
2. Provide the list of candidate(s) you propose to interview and how (ex: phone, in person, video conference)

Candidate Name	Interview Type

3. In PeopleAdmin, provide reasons why all other candidates were not selected for interview. The Institutional Equity and Inclusion Office and Human Resources will review these reasons and give the approval to move forward with the hire or they will make inquiries on reasons for non-selection. If you would like to print out a list of applicants and reasons for non-selection please see the instructions.
4. Note any additional information or changes to your initial Position Promotion and Recruitment Plan (Form II)

Approved by: (Signature)	Title	Date
	Chair of Search Committee	
	Department Chair	
	Dean	

Form IV: Final Selection

Position Title: _____ Date of Posting: _____

Budget Unit and/or Department: _____

First Choice: _____ Appointment date: _____

External Hire: Current Employee: Part-time employee:

Second Choice: _____ Third Choice: _____

1. Name of finalists interviewed (in person, phone, conference, etc.), and reasons why finalists were not selected as first choice. These names should be listed here or the information that is in PeopleAdmin can be exported to a spreadsheet for review.

This information will be reviewed by Human Resources and the Institutional Equity and Inclusion Office. You will receive approval to move forward with the hire or receive an inquiry on reasons for non-selection.

Candidate Name	Interview Type	Reason

2. If applicable, provide information concerning the applicants who withdrew from further consideration. This is also available in PeopleAdmin.

Candidate Name	Interview Type	Reason

Approved by: (Signature)	Title	Date
	Chair of Search Committee	
	Department Chair	
	Dean	

Submit this form to the Chair and Dean when the search is completed.

For more information refer to: <http://www.mtu.edu/equity/hiring/faculty-hiring/>