



## Developing a Recruitment Plan

Generating a diverse and qualified pool of applicants requires significant energy because we want to reach those looking for new opportunities in addition to capturing the attention of outstanding individuals who are not “on the market.”

The following matrix can serve as a foundation for a recruitment plan design and should be completed during the initial search committee meetings. Please note that your recruitment plan must identify at least one national recruitment resource and at least one resource for each of the five targeted groups (women, African American/Black, Hispanic, Native American, and Asian).

### Identify the Following:

1. Potential applicants suggested by current department members.	
2. Names of people who “know people” in the field (who may be called upon to recruit potential candidates).	
3. Journals read by people in the academic discipline.	
4. Professional associations for people in the academic discipline.	
5. Websites visited by people in the academic discipline.	
6. Relevant professional or community organizations, caucuses, etc. that respond to the needs of women, people of color, people with disabilities, and veterans.	
7. Places people in this academic discipline congregate (professional meetings, conferences, etc.) Identify who is available to recruit at these venues.	
8. Places the best people in this academic discipline work (strong departments at other universities, etc.).	
9. Names of people who are publishing interesting research, giving strong talks nationally, etc.	
10. Department website on which the announcement may be placed, ensuring it is accessible to all who may try to access it.	
11. Affinity groups and placement offices at other Universities and institutions.	
12. Recruitment help from alumni, members of the University and Albuquerque community.	