



Recruitment Activities Checklist Classifieds

Done?	Task	Responsible Party	Target Date
	1. Send to local, regional, national newspapers.	Search Coordinator	
	2. Send to Chronicle of Higher Education or other national recruitment resource.	Search Coordinator	
	3. Send to newspapers and journals of associations serving professionals in academic discipline.	Search Coordinator	
	4. Send to publications read by female and minority professionals in academic discipline.	Search Coordinator	
	5. Send to electronic sources (e.g. websites, listservs)	Search Coordinator	
	6. See UNMJobs Department Resource Page for some suggested targeted recruitment resources.	Search Committee/ Search Coordinator	

Position Announcements

Done?	Task	Responsible Party	Target Date
	1. Send to schools with programs in academic discipline.	Search Coordinator	
	2. Send to placement offices of similar schools.	Search Coordinator	
	3. Send to job clearinghouses of University systems.	Search Coordinator	
	4. Post on job boards of associations and other organizations serving professionals in academic discipline.	Search Coordinator	
	5. Post at conferences of professionals in academic discipline.	Search Coordinator	
	6. Mail to members of targeted populations.	Search Coordinator	