**RECRUITMENT PLAN**

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| **POSITION INFORMATION** |
| Date: |       |
| Budget Position Number: |       |
| UW System Title: |       |
| Type of Recruitment: |  |
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| **PARTICIPANTS** |
| **NAME** | **DEPARTMENT** |
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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 CenterHigherEd JobsHmong Chamber of CommerceJob Center of WisconsinLao Preservation Center LinkedIn | Multicultural Center of Green BayNEW Curative RehabilitationOneida NationOptions for Independent LivingSocial Media (Facebook, Twitter, LinkedIn)St. Norbert CollegeTAM (Talent Acquisition Manager)Tech Connect (If applicable)UW System Portal (TAM)UWGB Human Resources Website and HR Connect blogVeteran’s Employer Representative (Derek Jablonicky)Veteran’s Job BankWI Dept. of Workforce DevelopmentWisconsin Jobs for Wisconsin GradsYWCA |
|  [ ]  Chronicle of Higher Education (required for Faculty) *\*for non-faculty recruitments, contact HR for ad rates.* |
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| **POSITION ANNOUNCEMENTS COMPLETED BY DEPARTMENT** |
| *Please save copies of all position announcements/communications. These must be submitted to HR at the conclusion of the recruitment.*  |
| **DATE** | **NAME** | **TYPE** | **COST?** |
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| **PROFESSIONAL/PERSONAL CONTACTS** |
| **ORGANIZATION** | **CONTACT NAME** | **METHOD** |
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| **ROUTING** |
| Recruitment Chair sends form electronically to Designated Approver (cc: hr@uwgb.edu and Admin Support)↓Designated Approver sends an email indicating approval to Recruitment Chair (cc: hr@uwgb.edu and Admin Support)  |
| *Recruitment Chair retains all electronic approvals until conclusion of the recruitment.* |