Yale University

3501 FR.36 Affirmative Action Search Plan for Managerial And Professional Positions

**Position to be Filled:**

- Department: __________________________
- Title & Grade: _______________________
- Job Requisition #: ___________________
- Date of Posting: _____________________

**Is there a Search Committee?** Yes ______ No _____

If Yes, please list the names and titles of committee members:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

**Person to contact in hiring department about this Search Plan:**

________________________________________________________________________

**Recruitment Plan:**

A successful Affirmative Action search is achieved by structuring an effective recruitment plan. Search plans should be tailored around the specific position. Typical search methods are listed below. You may elect to use some of these or you may use others.

**Paid Advertisement:**

Names and dates of newspapers and professional publications where ads will appear:

________________________________________________________________________

**Web Advertising, ListServ**

Names and dates of publications and professional organizations that you plan to contact:

________________________________________________________________________
________________________________________________________________________

**Contacts:**

Names of colleges, universities and individuals you plan to contact:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

**Other Recruitment Efforts:**

Agencies, placement services or informal network-please list:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

__________________________________________  ___________________________
Departmental Authorization                        Date

Please complete form and e-mail form to EOP at equalopportunity@yale.edu or fax to 432-7884

12/08/04

Questions? Contact hrclientsupport@yale.edu