

## Search Form Information

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**Please confirm the following:**

Title:

Number of Hires:

Full Time/Part Time:

Work Location (Remote/Hybrid/On-Site):

Salary Range:

Open Date:

Close Date:

Is this search being conducted to facilitate permanent residence sponsorship?

**Short Ad (optional): *\*Insert here\****

**Please submit responses for the following:**

Search Committee Chair and Job Title: \_\_\_\_\_

Diversity Advocate and Job Title: \_\_\_\_\_

Office Support (Access to Applicant Material): \_\_\_\_\_

Search Committee Members:

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***Note: The search committee should include members with diverse backgrounds and perspectives. If this is not the case, please provide a brief explanation of attempts to diversity the committee.***

**Enter the number reflecting the race and gender diversity of the search committee:**

- **American Indian or Alaskan Native** - A person having origins in any of the original peoples of North and South America (including Central America) who maintains cultural identification through tribal affiliation or community attachment.
- **Asian** - A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- **Black or African American** - A person having origins in any of the black racial groups of Africa.

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- **Hispanic or Latino** - A Person of Cuban, Mexican, Puerto Rico, South or Central American, or Other Spanish culture or origin, regardless of race.
- **Native Hawaiian or Other Pacific Islander** - A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- **White** - A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

**Number of:**

**Females:**

**Males:**

**Advertising Plan/Good Faith Efforts:**

***\*List ALL Professional Recruitment Resources here\****

**Proposed Recruitment Methods:** These may include special contacts, outreach, conferences, etc. Please include names and dates. For example, if the search chair is attending a conference where she/he will be actively recruiting for this search, please indicate the name of the conference and the date of the conference in the box below. Please list all efforts in the space provided. Feel free to attach a document detailing your efforts separately.

**Select Public Recruitment Resources:**

- Newspaper Advertising
- Notice in the News Gazette
- Notice in the Chronicle of Higher Education
- Minority Organizations/Publications
- Notices sent to placement services at other institutions
- Other diversity-related public sources
- Not applicable
- Other: \_\_\_\_\_

**Campus:**

- Campus Career Centers (specify below)
- Other job boards and listservs (specify below)
- Not applicable
- Other: \_\_\_\_\_

Positions will automatically be posted at the sources listed at the top of the Recruitment Sources webpage linked here: <https://oae.illinois.edu/our-services/hiring-processes/recruitment-sources/>. You can also use this site for ideas of other potential recruitment sources.