Staff Search Plan and Summary Report

A search plan must be sent to Human Resources prior to or when submitting an advertisement or posting for approval – please include ad copy and job description with this form.

Date: ______________ Supervisor Name/Department: ____________________________

Position Being Filled: ______________________________________________________________________

Replacing: ________________________________________________________________________________

Search Committee Members (including outside member; to include at least one member from an underrepresented group [generally a woman or person of color]. Indicate Chair of search committee and outside member if applicable:)

Ad Placement (list all personal contacts, ad placements, list-serves, recruitment letters to graduate schools, and other means of disseminating the job ad):

Describe specific efforts to be made to seek applicants who are persons of color, women, and members of other under-represented groups at Colby (this may include some of the list-serves or personal contacts above or it may be more specific to include affinity groups of particular organizations):

- OVER -

Revised: April 2015
SUMMARY REPORT

When search is complete, send to Human Resources and the Director of Equal Employment Opportunity.

Position/Number of Applications Received: ________________________________

Finalists (Names) – If there was not a member of an underrepresented group (generally a woman or person of color) brought to campus, please state the reason (i.e. qualifications, salary, location, etc.):

Candidate Hired: ______________________________________________________

Date Search Closed: ____________________________________________________

_________________________________________  Dated: ______________
Hiring Supervisor Signature

_________________________________________
Printed Name, Title and Department

Revised: April 2015