

9. Advertising and other contacts:

List the names of all journals, newspapers, placement services, and other contacts, including recruitment efforts at meetings, mailings, and personal contacts.

Are there internal candidates, candidates from previous searches, or unsolicited applications that will be considered? What proactive efforts will you make to reach diverse candidates?

Indicate the geographic area, professional membership, or special groups, such as minorities or women. *All ad final copies as well as the decision for number, length, and placement of ads will be determined by the Director of Human Resources (with cost, consistency, legality, etc. being factors).*

Advertising to be placed and paid for by Human Resources

- OWU Web Site (all positions)
- The Chronicle (faculty positions only)
- higheredjobs.com (exempt staff and faculty)
- Higher Education Recruitment Consortium (exempt staff and faculty)
- Facebook (main OWU and Alumni pages)
- Indeed.com (staff positions only)
- Columbus Dispatch (TBD based on position)
- LinkedIn (main OWU and Alumni pages)
- OWU Daily (hourly staff only)
- One diversity-oriented job board selected by the search committee (Human Resources to provide list)
- Ohio Means Jobs (staff only)
- VeteranJobListings.com (staff only)
- The Veterans Advantage Jobs Network (staff only)

Human Resources will submit the posting to the above sources automatically. All other ads are the responsibility of the Search Committee.

10. Description of screening and selection process: This section can be edited by the search chair. The process below is only an example. More detail and criteria specific to the position is encouraged.

- Each application will be circulated among search committee members and rated on a scale of 1-5, with 1 being the highest
- A list of top candidates that will be phone interviewed
- A short list of candidates will be invited for a campus interview
- The search committee will conduct reference checks on all finalists
- A second interview will be conducted, if required
- Forward a copy of ads placed by the search committee to Human Resource. Include the ad placement dates.

11. Criteria to be used in evaluating candidates.

- Minimum required qualifications as stated in the announcement
- Personal Interview
- Reference calls and letters of reference (References will be called for top candidates.)

Additional job ad placement sites not listed above:

The signature of the Search Chair below acknowledges approval to begin this job search and confirmation that members of the search committee have been provided a copy of the search plan, and agree to their responsibilities in this search.