

**Roger Williams University**  
**Recruitment Plan**

Position Title \_\_\_\_\_

Posting Date \_\_\_\_\_ Requisition # \_\_\_\_\_

Hiring Manager \_\_\_\_\_ Ext: \_\_\_\_\_

Hiring Manager Title: \_\_\_\_\_

Department \_\_\_\_\_

**Objective:**

To set forth a recruitment strategy, timetables and preferences with the Hiring Manager and the Employment Coordinator in order to make the recruiting process most efficient.

**1. Review roles and responsibilities of the Hiring Manager and Employment Coordinator:**

**Employment:**

- Ability to source resumes from internet
- Ability to pre-screen before forwarding resumes to Hiring Manager
- Ability to participate in interviews as needed
- Partner with Hiring Manager to bring the selected candidate onboard

**Hiring Manager:**

- Review resumes and provide timely feedback
- Keep Employment informed of candidate interviews and results
- Complete Recommendation for Approval of Candidate Selection (RACS)

**2. Set expectations on timeframe:**

- a. By when would you like the position to be filled?
- Within 1 month                       Within 3 months                       Within 3-6 months

**3. Would the Manager like the Employment Coordinator to:**

- a. Pre-screen resumes first?
- Yes                       No
- b. Or forward all resumes received to the Hiring Manager?
- Yes                       No
- c. Be involved in the interviewing process?
- Yes                       No

**Roger Williams University - Recruitment Plan (cont'd)**

- d. RWU Employment Practices Policy and Procedure states that a designated search committee is required for all director level and above positions. Will there be a search committee?

Yes  No

If yes, who will be on the search committee and/or interview team? Please include title:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_

Human Resources can provide training on "Interviewing and Selection Process & Best Practices". Would the interview team be interested in this training?

Yes  No

*\*If yes, Employment will be in touch to set up a time.*

**4. Discuss sourcing strategy:**

- a. Any employee referrals, temporary or internal candidates in consideration? Please list:

\_\_\_\_\_  
\_\_\_\_\_

- b. Print & Online choices (online advertising included in print cost): *\*Please refer to "Advertising Choices by Specialty" for more information under the Employment section on HR's website*

Internal posting only

Internal posting and external advertising (please make selections below)

- |                                    |                                 |                                  |                                     |
|------------------------------------|---------------------------------|----------------------------------|-------------------------------------|
| • Boston Globe/Bostonworks/Monster | <input type="checkbox"/> Online | <input type="checkbox"/> Line Ad | <input type="checkbox"/> Display Ad |
| • Providence Journal/Hotjobs.com   | <input type="checkbox"/> Online | <input type="checkbox"/> Line Ad | <input type="checkbox"/> Display Ad |
| • East Bay Newspaper               | <input type="checkbox"/> Online | <input type="checkbox"/> Line Ad | <input type="checkbox"/> Display Ad |
| • Fall River Herald                | <input type="checkbox"/> Online | <input type="checkbox"/> Line Ad | <input type="checkbox"/> Display Ad |
| • Higheredjobs.com                 | <input type="checkbox"/> Yes    |                                  |                                     |
| • Insidehigher.com                 | <input type="checkbox"/> Yes    |                                  |                                     |

- c. Please list other recruiting choices including associations and organizations:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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**Human Resources Use Only**

Scope of Search:

- |   |  |
|---|--|
| <input type="checkbox"/> Full-time tenure track faculty (national search)           | <input type="checkbox"/> Staff (local search)    |
| <input type="checkbox"/> Professional (regional search)                             | <input type="checkbox"/> Staff (regional search) |
| <input type="checkbox"/> Management (regional search)                               |  |
| <input type="checkbox"/> Senior level administrative/professional (national search) |  |