

The Research Foundation of SUNY
College at Oneonta
Recruiting Plan and/or Waiver of Search Form
This form must accompany the request to Search and Hire Form

Instructions

To request approval of a recruitment plan to search, please complete 1-7

To request approval of a waiver of search, please complete items, 1-3, 8 & 9

PLEASE COMPLETE THE FOLLOWING:

1. Department: _____
2. Contact Name: _____
Telephone: _____
3. Title of Position: _____
4. Please attach a draft of the advertisement and also please email the ad copy to nicosima@oneonta.edu.
5. Salary Range: _____ Would you like this to be included in the ad?
____ Yes ____ No
6. Type of search to be conducted: National ____ Regional ____ Local ____
7. Please specify which papers or venues you would like this advertised in:

8. Name of Search Committee Chair: _____
9. Names of Search Committee Members: 1. _____ 2. _____
3. _____ 4. _____

REQUEST FOR WAIVER OF SEARCH

10. Reason for Request:
11. If a search is not conducted, how will a candidate for this position be identified:

For Office Use Only

Final Report of Search Committee and/or Hiring Supervisor

Department _____

Name of Person to be hired _____

Salary to be hired at: _____ Date of Hire: _____

1. Attach candidate's resume.
2. Please list all candidates who had interviews via phone and/or on campus interviews and their current status. Attach additional sheets as necessary

Name _____	Current Status*	Phone	Campus	HR Office Use Only:	
		Interview	Interview	Gender	Ethnicity
		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No		
		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No		
		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No		
		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No		
		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No		
		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No		

*Apply Code as Follows: W - Withdraw E-Eliminate D- Decline H-Hired

3. Please attach sheet of strengths and weaknesses of all interviewed candidates and why you picked the candidate you did.

I hereby certify that all affirmative action/equal opportunity guidelines have been adhered to:

Search Committee Chair: _____ Date: _____

Project Director/Supervisor: _____ Date: _____