

POSITION RECRUITMENT PLAN

Miami University Human Resources

POSITION TITLE:

POSITION BUDGET #:

OFFICE/DEPARTMENT:

1. Candidates for the above position will be solicited through the following sources:

****** Advertising Completed by HR******

All positions are placed in the next Miami Report and on the Miami Web Site.

NEWSPAPERS: Please Check Display Single Column On Line

****** Advertising Completed by the Hiring Department******
(web sites, listservs, etc)

2. Application Instructions:

(a) letter and resume (b) other: _____

(c) Number of references: _____ letters list

(d) Send to: _____ (Name)
 _____ (Title)
 _____ (Address)
 _____ (Email)

(e) Do you want salary range put in the ad? Yes No

3. Charge advertising to account # _____

4. Application/Resume Security Group (If already established): _____

To create a new Group or edit an existing one:

This person can:

<u>Name</u>	<u>Unique ID</u>	View Resumes	Act as Contact*	Email	Open/Process Resumes
_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

*Only one person can act as the contact in a security group.