



Recruitment Plan Worksheet

Revised 02/04/2024

To ensure equal opportunity is at the foundation of our hiring practices, UMKC requires faculty searches have a **Recruitment Plan (RP)** as a component of the search process, meant to ensure careful thought has gone into pursuing candidates with varied backgrounds, perspectives and experiences. RPs must be specific, multifaceted, and written to attract applicants with multifarious backgrounds if they are to be successful.

We value the uniqueness of every individual and strive to ensure each person's success. Contributions from individuals with diverse backgrounds, experiences and perspectives promote intellectual pluralism and enable us to achieve the excellence that we seek in learning, research and engagement. This commitment makes our university a better place to work, learn and innovate.

This worksheet should be utilized as a tool by the department to guide recruitment efforts toward achieving a robust applicant pool which includes individuals from multicultural backgrounds from institutions/programs demonstrating success in the academic focus area needed.

Step 1: Position Posting Opportunities

List below all **posting** opportunities the department will utilize to reach qualified applicants with diverse backgrounds, experiences, and perspectives which promote intellectual pluralism (minimum five). The department should list all traditional job posting sites/job boards in response to Step 2. To access possible broad and field-specific options, click [here](#).

1. Posting:
2. Posting:
3. Posting:
4. Posting:
5. Posting:

Step 2: Direct Sourcing/Proactive Recruitment

Departments should go beyond postings meant to attract job seekers and utilize methods of direct outreach to source qualified individuals who may not otherwise apply for the position (minimum ten). The department should list all planned direct communication (in-person, by phone, or electronic), list-serv/ mailing list messaging, social media shares, conference engagement, networking events, etc. in response to Step 2.

Examples of direct sourcing/proactive recruitment:

- Identifying scholars in the field from multicultural backgrounds and requesting they circulate the job posting to their professional networks and offer nominations for the position
- Identifying individuals from differing backgrounds who are employed in a similar role at other institutions and inviting them to apply



- Identifying graduate programs which have been recognized for having high numbers of graduates in the field and reaching out to those departments with a request for the job posting to be shared with their advanced doctoral students/alumni
- Utilizing current faculty networks to request nominations of candidates
- Searching for who may be employed outside of academia but may be well suited to a faculty position if provided with faculty mentoring
- Reach out to department alumni to request they share the posting with individuals and/or offer nominations for the position

1. Sourcing:
2. Sourcing:
3. Sourcing:
4. Sourcing:
5. Sourcing:
6. Sourcing:
7. Sourcing:
8. Sourcing:
9. Sourcing:
10. Sourcing:

As departments may be required to submit evidence of recruitment efforts (emails, receipts, screenshots of postings, notes, etc.) upon request, search committees are encouraged to document all postings and direct sourcing methods. HR Hiring Coordinator Debby Laufer (dlaufer@umkc.edu) will provide HR's additional outreach sourcing for the search committee to retain in the hiring record.

The UM System and UMKC have contracted for all positions to be 'scraped' daily from our e-recruit website and posted to the job board websites listed below. **You will *not* need to do anything for your position[s] to post in these places.** Also, the positions post as they are in e-recruit and cannot be altered. There is no cost to your department for this service. Please make sure the search committee retains copies of these national postings.

- [Chronicle of Higher Educations](#) (Cost covered by UMKC Provost & Faculty Affairs)
- [Diverse Issues in Higher Education](#) (Cost covered by System Recruit)
- [HigherEdJobs.com](#) (Cost covered by System Recruit)
- [HigherEdMilitary.com](#)
- [InsightIntoDiversity.com](#)
- [Google Jobs](#) (N/a – LinkedIn is integrated with Google for Jobs)
- [Indeed](#) (N/a – No cost for job scraping services)
- [LinkedIn](#) (Cost covered by System Recruit)