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| --- | --- | --- |
| **Types of Advertisement** | **Location ( & options)** | **Responsible Party (Pay or Place)****& comments** |
| **#1 Reasonable Recruitment Area** | **\*National** (Chronicle, discipline specific, Highered.com, Indeed.com, AAPA,) **\*Local/Regional** (Oregonian, Register Guard, regional interest, Siuslaw News, Medford times) | Human Resources (pay & place)Human Resources (pay & place) |
| **#2 Targeted Recruitment** | **\* Discipline Specific** (e.g. Online Trade publication, Nurses week, Philanthropy Careers, APTA, SAE Career Center, etc…)\* Linked In\* Newspapers in key geographic locations | Division (Pay -- maybe substituted for #1 )HR (place)  |
| **#3 Additional Educational Venues**  | **\* Educause\* AACC****\* AAWCC****\* Consider Educational Venues that are discipline specific such as NCUBA.**  | Division (Pay and Place,)---Educause (HR Place)\*HR will work with Chair to provide a profile recruitment of one page and a “blurb” for e-mail to AACC/AAWCC |
| **# 4 List Serv/ Associations / Conferences / Other** | **\* Discipline specific****\* Faculty memberships****\* Trade conferences****\* Advisory Committees****\* Craig’s List****\* Facebook****\* Twitter****\* Alumni Colleges/Colleagues****\* Word of Mouth** **\* Career Centers** **\* My Space****\* Journals****\* E-mails****\* Weekly****\* Union Support****\* Board of Education** | Division (pay & place)Free locations (Division Place)\* Career centers will be done in conjunction with HR upon advisement with Chair\*\* HR will work with Chair to provide a profile recruitment of one page and a “blurb” for e-mail |
| **#5 Diversity Recruitment** | **\* Community Connections & Relationships\* ODI****\* Academic Careers online****\* Latino’s in Higher ED****\* MBA****\* Diversity Council\*\*****\* Current Staff****\* Specialized Journals (online and print)****\* OFCCP Diversity List\*\*****\* Disability Resources****\* Women’s Program****\* Union Support** | College Wide effortPay and Place determined on a case by case basis |
| * **ALL jobs are posted to the Oregon Employment Department Website**
* **Job Elephant is the distributor we use to research advertisement and post jobs**

\*\*  **OFCCP Diversity List** http://www.dol.gov/esa/ofccp/ERRD/errd\_pac.pdf |
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 **RECRUITMENT PLAN – The Guide**