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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 effort  Pay 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**