

Position Title \_\_\_\_\_

Position Number \_\_\_\_\_

Department \_\_\_\_\_

Supervisor \_\_\_\_\_

**SEARCH COMMITTEE:**

Chair: \_\_\_\_\_

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**INDICATE RECRUITING METHODS TO BE USED IN THIS SEARCH**

*Human Resources automatically advertises professional staff and faculty positions in the UHCL online application system, HigherEdjobs.com, Indeed and other sites. A list of sites is available from your Employment Coordinator.*

Advertisements in appropriate journals, newsletters, and job registries. Attach copy of proposed advertising and list publications.

Personal networking efforts by the search committee members and individuals nominated by current faculty, staff or student body. Provide a list of those contacted or nominated.

Position advertisement distributed to other higher education institutions, including. Provide list.

Online advertisement in local and regional news media. Attach copy of ad used and name(s) of publications.

Information distributed at meetings or conferences. List event attended and attach a copy of information distributed.

Relevant professional files, registries, and data banks to identify potential candidates. Please specify.

List of names from previous search for similar position. Provide job title/date of original search.

Other.

**APPROVALS:**

\_\_\_\_\_  
Immediate Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
HumanResources

\_\_\_\_\_  
Date