Title:  (Title of the position)
Department:  (Name of Department)
Search Committee Chair:  (Name and Phone Number of Search Committee Chair)
Email of Search Chair:
Division:  (Name of Division)

_____ (check to confirm) As the search chair, I am confirming that the Inclusion Advocate has been involved with the development of the job posting and recruitment plan.

Demographic Data of Department:
Number of Females in the Department: _____
Number of Males in the Department: _____
Number of White in the Department: _____
Number of Black in the Department: _____
Number of Hispanic in the Department: _____
Number of Asian in the Department: _____
Number of American Indian in the Department: _____

The following people will serve on the search committee:
(List members of the search committee – Indicate who will serve as the Inclusion Advocate)

The position will be advertised in the following publications:
(List publications, websites, list-serves you plan to place an ad and/or posting. Include any organizations/groups you intend to send a mailing.)

The committee intends to recruit minorities, women, disabled and disabled veterans, other protected veterans, armed forces service medal veterans, and veterans recently separated from military service in the following manner:

List how/where you intend to recruit minorities, women, disabled and veterans. Example: Advertise in trade magazines/journals with a minority emphasis and send position announcement to Affirmative Action mailing list and veteran resources listed below. See Inclusive Recruitment Resources on the Affirmative Action website at www.gvsu.edu/affirmative and then click on Inclusive Recruitment Resources.

_____ (check to confirm) As the search chair, I am confirming that the Position Announcement will be sent to the following Veteran Resources. They are both free.
Veteran Employment Services, State of Michigan
Contact:  Chris Porter LER
Send Position Announcement to porterc2@michigan.gov

U.S. Department of Veterans Affairs (Vet Success)
Contact:  Michael A. Poyma
Send Position Announcement to Michael.Poyma@va.gov