

# GVSU RECRUITMENT PLAN

<b>Job Title:</b>	
<b>Department:</b>	
<b>Division/College:</b>	
<b>Search Chair:</b>	
<b>Search Chair Assistant:</b>	
<b>EEO Position Group:</b>	
<b>Inclusion Advocate:</b>	

**Search Committee Members:**


**THIS SECTION TO BE COMPLETED WITH THE INCLUSION ADVOCATE**

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Information accessible via the [Affirmative Action Data Portal](#)

**Does this position have an Affirmative Action Hiring Goal?**

**Which demographics does the Hiring Goal(s) pertain to? (*Check all that apply*)**

Male		Asian		Hispanic/Latino	
Female		Black		American Indian or Native Alaskan	
White		Two or More Races		Native Hawaiian or Other Pacific Islander	
Veteran		Disability			

**\*\*\*GOALS ARE NOT TO BE USED IN ANY INTERVIEW OR SELECTION DECISIONS\*\*\***

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The position will be advertised in the following publications\* - related to a goal – Committee to list at least one (1) inclusive source:

\*Inclusive talent acquisition resources are available on the [Inclusive Hiring Toolkit](#)

(Check to confirm) As the search chair, I am confirming that the search chair or assistant will send the Position Announcement 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](mailto:porterc2@michigan.gov)

**U.S. Department of Veterans Affairs (Vet Success)**

Contact: Michael A. Poyma

Send Position Announcement to [Michael.Poyma@va.gov](mailto:Michael.Poyma@va.gov)

**Please read the following carefully:**

By signing below, I certify the information I provided on and in connection with this form is true, accurate, and complete to the best of my knowledge.

As the **Search Committee Chair**, I certify that the roles, responsibilities and qualifications listed in this Position Announcement will be identical in all ads placed for this position. The only exception is when an abbreviated ad states the title, how to apply and then references the online applicant system for a detailed description.

\_\_\_\_\_  
**Name (print)**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

As the **Inclusion Advocate**, I certify that I have been involved with the development of this recruitment plan and provided input in the drafting of the position description.

\_\_\_\_\_  
**Name (print)**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

As the **Dean or Appointing Officer**, I certify that I have reviewed the recruitment plan and approve the actions of the designated Search Chair and Inclusion Advocate as it relates to this position.

\_\_\_\_\_  
**Name (print)**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

Please contact the [GVSU Office of Affirmative Action and Equal Employment Opportunity](#) for any questions, or if you would like to take advantage of consultative services as it relates to inclusive outreach and recruitment.

**Tel:** +1 616.331.2242 | **Email:** [aeeo@gvsu.edu](mailto:aeeo@gvsu.edu)

Grand Valley State University | Division of Inclusion and Equity | 4000 James. H. Zumberge Hall