# SEARCH PLAN TEMPLATE

|  |  |
| --- | --- |
| **Name/Title** |  |
| **Office** |  |
| **Date** |  |
| **Position Title** |  |

## Job Description

*Attach an updated position description.*

## Request for Posting

*Provide posting language for PeopleFluent and other advertisements.*

## Advertising Plan

*Develop and include an advertising plan.*

The position will automatically be advertised in the following places:

* MIT website – which includes:
  + CareerOneStop, Direct Jobs, DiverseJobs, Glassdoor, HigherEdJobs, Indeed, JuJu, LinkUp, Massachusetts JobQuest, NEHERC, Our Ability, US Jobs, US Military PipelinePost
* Student Affairs.com

## Diversity in the Applicant Pool

*Describe specific steps taken to develop a diverse applicant pool, including underutilized groups (women, minorities, covered veterans, and individuals with disabilities).*

## Search Process

*Describe an inclusive selection process. Include names of search committee members and their roles.*

# SEARCH RESULTS TEMPLATE

|  |  |
| --- | --- |
| **Name** |  |
| **Office** |  |
| **Date** |  |
| **Position Title** |  |

## Advertising

*List all advertising. Include any deviations from initial advertising plan.*

## Diversity in the Applicant Pool

*Describe efforts taken to identify and recruit a diverse applicant pool.*

## Selection Process

*Describe search process. Include any deviations from description of process provided in search plan.*

## Recommendation

*Please list any finalists for the position. Please indicate the candidate of choice and include a statement of the principal reason for their selection over other finalists.*

*For women, minority, veterans and individuals with disabilities finalists who are not the candidate of choice, please include a specific statement of the reason they were not the preferred candidate.*