

# RECRUITMENT FORM

## TIMELINE - ADVERTISING - SEARCH COMMITTEE SELECTION

**POSITION TITLE:**

**DATE:**

### TIMELINE

Approximate Date Range	Name of Person Responsible	Recruitment Activity Step
	Director of Human Resources	Review Job Description
	Recruiter	Post FVCC Website - Select: [ ] Internal [ ] external
	Committee Chair	Select: [ ] Closing Date [ ] Open until Filled -- 1st Review Date
	Search Committee	Review Applications Materials
	Search Committee	Select Top Candidates to Interview
	Search Committee/Recruiter	Interviews
	Committee Chair	Offer
	Committee Chair/Candidate	Start Date

### ADVERTISING

Publication/Website	Reach	Date to Start Advertising
FVCC Jobs Website	Local	
Local Paper (Print/Web)	Local/State	
Job Service (Web)	Local/Regional	
InsideHigherEd.com	National Website	
Diversity Website	National Website	
	Industry Specific Website	

### SEARCH COMMITTEE (5 TO 7 MEMBERS)

Name	Department	Representation
CHAIR:		
Recruiter	Human Resources	Human Resources