

MIDDLE TENNESSEE STATE UNIVERSITY

EEO6CODE \_\_\_\_\_

ADMINISTRATIVE AND PROFESSIONAL RECRUITMENT PLAN

POSITION TITLE \_\_\_\_\_ POSITION NO. \_\_\_\_\_ DEPARTMENT \_\_\_\_\_

NEW POSITION \_\_\_\_\_ EXISTING POSITION \_\_\_\_\_ EMPLOYEE LEAVING \_\_\_\_\_

TO BE COMPLETED BY EO/AA OFFICER.

1. DESEGREGATION OBJECTIVES: MET \_\_\_\_\_ UNMET \_\_\_\_\_

UNIVERSITY AFFIRMATIVE ACTION OBJECTIVES:

MINORITY: MET \_\_\_\_\_ UNMET \_\_\_\_\_
BLACK: MET \_\_\_\_\_ UNMET \_\_\_\_\_
FEMALE: MET \_\_\_\_\_ UNMET \_\_\_\_\_

2. VICE PRESIDENTIAL AREA STATUS
(For EEO-6 category & job group)

MINORITY: NUMBER \_\_\_\_\_ PERCENT \_\_\_\_\_
BLACK: NUMBER \_\_\_\_\_ PERCENT \_\_\_\_\_
FEMALE: NUMBER \_\_\_\_\_ PERCENT \_\_\_\_\_

TO BE COMPLETED BY DEPARTMENT:

1. INTERVIEW/SELECTION CONDUCTED BY: COMMITTEE \_\_\_\_\_ SUPERVISOR \_\_\_\_\_

2. IF COMMITTEE IS USED LIST NAME, RACE AND SEX OF EACH MEMBER, STATE RESPONSIBILITIES OF COMMITTEE:

\_\_\_\_\_
\_\_\_\_\_

\*3. I PLAN TO ADVERTISE IN THE FOLLOWING PUBLICATIONS: \_\_\_\_\_

\_\_\_\_\_

\*4. I PLAN TO ADVERTISE ONLINE: \_\_\_\_\_

\_\_\_\_\_

\*5. HUMAN RESOURCES TO ADVERTISE IN THE FOLLOWING LOCATIONS AND ACCOUNT NUMBER TO BE CHARGED:

\_\_\_\_\_

\*6. I PLAN TO REQUEST NOMINATIONS FROM THE FOLLOWING DISCIPLINE RELATED GROUPS: \_\_\_\_\_

\_\_\_\_\_

\*7. I PLAN TO MAKE THE FOLLOWING DIRECT CONTACTS TO INSURE THAT QUALIFIED MINORITIES AND OTHER UNDERREPRESENTED CLASSES ARE AWARE OF THE POSITION: \_\_\_\_\_

\_\_\_\_\_

SUBMITTED BY: \_\_\_\_\_

NAME TITLE DATE

APPROVED BY: \_\_\_\_\_

VICE PRESIDENT DATE

APPROVED BY: \_\_\_\_\_

DIRECTOR OF EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION DATE

POSITION DESCRIPTION AND ADVERTISEMENTS MUST BE ATTACHED

MTSU IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER Revised 12/01/03

\*Please provide documentation when pool is submitted for approval.