

University of Colorado System Administration Officer/ University Staff Search Committee Charge

Position Number: _____
Position Title: _____
Department: _____
Date: _____
Search Chair: _____

1. What are we looking for in these candidates?

2. Recruitment and Advertising

Officer/University staff searches will be conducted nationally, unless justified otherwise in this search plan. Publicity for a position should be designed to attract a reasonably large pool of highly qualified candidates. The committee should make a good-faith effort to reach out to competitive members of underrepresented groups using personalized recruitment strategies.

In addition to jobsatcu.com, please list other locations this position will be posted. A list of [advertising sources](#) is located on the Human Resources website.

This job will be posted in the following locations:

The advertisement budget is:

Please describe any personalized recruitment efforts the search committee will make and/or how you intend to reach out to potential applicants from underrepresented groups:

If the search will not be conducted nationally, please describe the scope of your search and justification:

3. Search Schedule and Logistics:

The target date for completing each stage of the search process is:

Posting open until:

Review of applicants begins on:

A total number of _____ candidates should be recommended to the hiring authority by:

The following can be explored:

- The department will pay to bring in finalist from out-of-state for final interviews
- The committee can utilize the services of a search firm and the cost has been budgeted

4. Additional Comments: