



UNIVERSITY of WISCONSIN-GREEN BAY

RECRUITMENT PLAN

POSITION INFORMATION	
Date:
Budget Position Number:
UW System Title:
Type of Recruitment:	Choose an Item

PARTICIPANTS	
NAME	DEPARTMENT

SUBJECT MATTER EXPERT (SME) (RECRUITMENT PANEL ONLY)	
NAME:	DEPARTMENT:

POSITION ANNOUNCEMENTS COMPLETED BY HR	
Aging and Disability Resource Center	Multicultural Center of Green Bay
American Indian Chamber of Commerce	NEW Curative Rehabilitation
Aspiro Inc.	Oneida Nation
Black Community Information Notices	Options for Independent Living
Brown County Veterans Services	Social Media (Facebook, Twitter, LinkedIn)
Clarity Care	St. Norbert College
College of Menominee Nation Keshena	TAM (Talent Acquisition Manager)
College of Menominee Nation Oneida	Tech Connect (If applicable)
Desert Veterans of Wisconsin	UW System Portal (TAM)
Fox 11 Job Finder	UWGB Human Resources Website and HR Connect blog
Fox Cities Rotary Multicultural Center	Veteran's Employer Representative (Derek Jablonicky)
HigherEd Jobs	Veteran's Job Bank
Hmong Chamber of Commerce	WI Dept. of Workforce Development
Job Center of Wisconsin	Wisconsin Jobs for Wisconsin Grads
Lao Preservation Center	YWCA
LinkedIn	
<input type="checkbox"/> Chronicle of Higher Education (required for Faculty) <i>*for non-faculty recruitments, contact HR for ad rates.</i>	



POSITION ANNOUNCEMENTS COMPLETED BY DEPARTMENT			
<i>Please save copies of all position announcements/communications. These must be submitted to HR at the conclusion of the recruitment.</i>			
DATE	NAME	TYPE	COST?
		Choose an item	
PROFESSIONAL/PERSONAL CONTACTS			
ORGANIZATION	CONTACT NAME	METHOD	
		Choose an item	
ROUTING			
Recruitment Chair sends form electronically to Designated Approver (cc: hr@uwgb.edu and Admin Support)↓			
Designated Approver sends an email indicating approval to Recruitment Chair (cc: hr@uwgb.edu and Admin Support)			
<i>Recruitment Chair retains all electronic approvals until conclusion of the recruitment.</i>			