

**WORKSHEET FOR REQUISITION FORM FOR POSTING TO CAREER TRACKS**

The Requisition Form in Career Track is being used to provide the information on recruitment strategies that Provost Comrie has requested for all searches for tenure-track faculty and continuing status positions. All hiring committees are also requested to send a representative to the workshops on successful search strategies. You can register for those workshops at <http://facultyaffairs.arizona.edu/RSVP-Hiring>

This worksheet will enable you to gather the information needed to fill out the Requisition Form. Unfortunately, the Requisition Form has not always been completed fully because search committees may not have met when the position is posted. This worksheet will help ensure that the required information is provided on the four strategic considerations that are vital to launching an inclusive and proactive search. The related boxes in the Requisition Form are listed below:

1. The **position summary** should broadly characterize your priorities to ensure that your pool includes candidates who will advance a wide range of strategic priorities. Advice on how to develop inclusive and engaging position descriptions is provided in the Human Resources Guide to Successful Searches: <http://www.hr.arizona.edu/successful_searches/guide#0030.0010>

1. **Advertising strategies** need to be specified to provide details on the venues that will be used to seek out candidates from diverse backgrounds. Human Resources provides a list of advertising venues that can be used to create an outstanding and inclusive candidate pool, including free source: <http://www.hr.arizona.edu/adresources>
2. **Notes on advertising strategies** **should list the specific strategies that committees will use to reach out to candidates in a proactive manner,** for example by reviewing recent journals and awards, networking with graduate program directors and senior faculty, and inviting individuals to apply. These and related strategies are listed in Deepening the Candidate Pool that was developed by the ADVANCE program: <http://www.advance.arizona.edu/UA_ADVANCE_Materials/Deepening_the_Pool_Handout.pdf>
3. **Search committee chair and members** should include faculty from varied backgrounds, for research has shown that starting with a diverse committee is one of the most important steps in building an inclusive and outstanding candidate pool. Advice on forming hiring committees is included in the HR Guide to Successful Searches.

If you have questions on the Career Track system, please contact Shannon Hartsuck: [hartsucs@email.arizona.edu](mailto:hartsucs@email.arizona.edu)

If you have questions on hiring, please contact Kat Francisco in the Provost’s Office: [ksexton@email.arizona.edu](mailto:ksexton@email.arizona.edu)