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**Publicity Plan Template**

Advertisements should be placed in media outlets that will result in attracting the most qualified and diverse applicant pool. AAEC is available to discuss the recruitment and advertising plan with the department prior to approving and posting the advertisement. Departments should recognize the success of their search and ability to recruit a qualified and diverse workforce greatly depends a proactive publicity plan and well-designed position announcement.

Date:

Department /Unit:

Position Title:  Position Number:

**CONTACT PERSON**

Name:  Title: Phone:

**ADVERTISEMENT(S) TO BE PLACED BY DEPARTMENT/UNIT**

Printed Ad(s) Internet Ad(s) Other

**ADVERTISEMENT(S) TO BE PLACED BY HUMAN RESOURCES/AAEC**

(Please note that HR/AAEC will not to place free publications and job postings that require membership.)

Printed Ad(s) Internet Ad(s) Other

Notes: