MIT LIBRARIES SEARCH PLAN TEMPLATE

Date: _______

Proposed Job Title: __________

Department: ___________

I. Search Committee Membership

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<tr>
<th>Name</th>
<th>Rationale for appointment</th>
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II. Search Process

*Describe the nature of the search (standard, internal only, rolling, etc.) and list required interview components (participants, presentation, faculty inclusion, etc.)*

III. Position Description

*Attached Position Description (see template at: [http://libguides.mit.edu/c.php?q=176106&p=1161027#15283231](http://libguides.mit.edu/c.php?q=176106&p=1161027#15283231); include detail and percentages as requested)*

IV. Job Posting

*Provide separately any language that is important or preferred for inclusion in post. (Draft posting may also be provided if desired.)*
V. Strategies for increasing diversity of pool (beyond diversity posting sources listed above).

VI. Advertising Plan

“Standard” sources:
- MIT website (includes: New England Higher Education Recruitment Consortium (NEHERC), Higheredjobs, DirectJobs, Glassdoor, Hero2Hired, Indeed, JuJu, LinkUp, Massachusetts JobQuest, SimplyHired, OurAbility, and US.jobs)
- Chronicle of Higher Education

“Position-specific” sources, such as:
- Code4Lib https://jobs.code4lib.org/jobs
- ALA’s LITA JobSite (http://www.ala.org/lita/professional/jobs)
- IEEE Job Board http://jobs.ieee.org/
- Diversity in STEAM https://www.diversityinsteam.com/employer-panel/
- Society for Advancement of Chicanos/Hispanics and Native Americans in STEM job board https://careercenter.sacnas.org/
- National Society of Black Engineers https://careers.nsbe.org/employer/login/?goto=%2Fr%2Fjobs%2Fpost%2Fpost%2Ecfm%3Fsite%5Fid%3D16477&msessid=dGXVt
- Power To Fly https://powertofly.com/ (possibly a fee-based posting)
- OUT Professional Network https://www.outpronet.com/recruiters#
- Learn Launch http://www.iwannaworkinedtech.com/
- General Assembly https://generalassemb.ly/talent

Places to promote the posting, such as:
- LibTechWomen (google group and Slack channel)
- Boston DevOps Slack Channel https://www.meetup.com/preview/Boston-Devops
- Code For Boston Slack Channel http://www.codeforboston.org/
- Girl Develop It Boston Slack Channel https://www.girldevelopit.com/chapters/boston
- LGBTQ Slack Channel http://lgbtq.technology/
- Addtl Slack channels that team members are on