

RECRUITMENT ACTIVITY PLAN (RAP)

Complete this form to document all open recruitments, servicewide promotional recruitments for classifications in underutilized job groups, and agency/unit promotional recruitments. fully describe recruitment activities to ensure that recruitment plans are complete, coordinated, and documented for future recruitments and monitoring.

1. CLASSIFICATION TITLE / SUBTITLE	
AGENCY	
AGENCY PERSONNEL CONTACT	PHONE
ADDRESS	

IS THIS JOB CLASSIFICATION:

- Being Announced: Open Agency **(If either Agency or Unit go to Section 3)**
 Servicewide Unit

• Date of COB / SEB Publication _____

- Approved to use the Critical Recruitment Program Yes No
- Included in the Entry Professional Program Yes No
- Delegated for staffing under a formal written agreement Yes No
- Using a different plan than the last recruitment (For centered exams only). Yes No

If yes, about what increase / decrease in the number of applicants do you expect and in what test cities.

Increase + _____	Test Sites _____
Decrease - _____	_____

2. Is this classification in an underutilized job group for this agency's affirmative action purposes

- | | | | |
|----------------------------|------------------------------|-----------------------------|--|
| Racial / Ethnic Minorities | <input type="checkbox"/> Yes | <input type="checkbox"/> No | |
| Women | <input type="checkbox"/> Yes | <input type="checkbox"/> No | |

2a If no for both, please go to Section 4

2b If yes for one or both, obtain written approval of your recruitment plan from your agency's Affirmative Action Officer. (Section 5-B).

2c If the classification is in an underutilized job group and you wish to recruit servicewide, attach your justification (area of recruitment analysis, s. 230.19 Wis.Stats.)

3. Agency / Unit Promotions

- Our agency's employment percentages for racial / ethnic minorities and female in the agency / unit applicant pool meet or exceed the availability of those groups in the job group with the vacancy. attach justification (area of recruitment analysis, s 230.19 Wis. Stats.) to this for and obtain written approval in Section 5, lines A and B.)

continued next page

