

## Plus One Network Membership Management Worksheet

Institution Name: \_\_\_\_\_

To help your institution manage its Plus One Network membership, consider your institution's responses to these questions.

### Participant Eligibility

The Plus One Network is a resource for the spouses/partners of those affiliated with your institution. Which of these categories of individuals will be invited to participate in the Plus One Network through your institution's membership? *Check all that apply.*

- Current employees
  - Faculty
  - Staff
  - Other employee categories: \_\_\_\_\_
- Job finalists
- Students
  - Graduate students
  - Undergraduate students
  - Nontraditional students
- Non-students/non-employees
- Other: \_\_\_\_\_

### Communication

How will your institution promote the Plus One Network? *Check all that apply.*

- Post information on the institution's website
- Include in direct communications to eligible participants (such as in job offer letters or in new hire packets)
- Include in broad communications (such as in newsletters to targeted groups: faculty, staff, graduate students, etc.)
- Other methods: \_\_\_\_\_

**Designated Campus User(s) –**

We encourage member institutions to identify a few Campus Users—typically deans of faculty, department heads, and HR staff—who are involved in faculty and staff recruitment. We will send these individuals a special invitation to join the Plus One Network and assign them enhanced access within the online community platform. Institutions are not required to identify users for this category and may provide updates at any time.

Contact Name: \_\_\_\_\_

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Send a copy of this worksheet to: [fc-plusonenetwork@fivecolleges.edu](mailto:fc-plusonenetwork@fivecolleges.edu)