

Job Posting/Advertising Information

Please complete and attach both forms along with the Position Control Requisition

Department _____ Account Number _____

Designated Department Representative for advertising approvals _____

Internal Postings

All positions will be internally advertised (HR Bulletin Board & Website) a minimum of 7 business days by Human Resources at time of Presidential approval. Job posting will run until position close date or until filled. All advertising is charged back to the respective department.

If a department wants to internally advertise only please check mark _____.

External Postings

Department should request assistance from Human Resources in posting employment advertisements in the standard publications noted below.

If a department wants a bid cost quote before advertising, please indicate this by a check mark _____.

Please list local or statewide newspapers in which you would like to have advertised, include days of week and duration.

Please indicate if Chronicle of Higher Education is requested and duration; website only or publication/and or both.

All specialty publications such as journals or associations should be handled by the department but identified here.

