



Position Information

Please attach a hard copy of all advertisements to this request prior to approval and send an electronic copy to your Faculty Employment Consultant. The minimum review deadlines are: four weeks after the ad posting date for a national, regional, and statewide search and three weeks after the ad posting date for a local search. Human Resources will adjust the advertisement dates in accordance to these guidelines. Contact your Employment Consultant for pricing information. **NOTE:** For any advertising costing \$10,000 or more, please submit a requisition to the Purchasing department prior to ad placement.

Department: _____
Contact Name: _____
Generic Position Number: _____
Contract (Months actively employed per year): _____

Department Number: _____
Contact Phone: _____
Job Title: _____

Advertising Venues

Human Resources will post on the following venues by request:

ISU Jobs (Illinois State University Website)

Chronicle of Higher Education (Philanthropy)

Print Ad

Regular Online Job Posting

Sponsored Job Add-On

Top Job Add-On

Diversity Network Add-On

Diversity Boost Online

High Visibility Online

HBCU Connect

Diverse: Issues in Higher Education

INSIGHT Into Diversity

Hispanic Outlook in Higher Education

National Assoc. of Asian American Professionals

National Assoc. for the Advancement of Colored People

Other HR Advertising Venues: _____

Advertising Charge Back Account Number: _____

Advertisements Placed by Hiring Unit*: _____

**Please send links or printed copies of ads to your Employment Consultant*

Higher Ed Jobs

Diversity & Inclusion Email

Diversity & Inclusion Spotlight

Priority Job Add-On

VIP Position

Inside Higher Ed

Promoted Job Listing

Diversity Focus Listing

Maximum Exposure Listing

Illinois Job Network

Black PhD Network

Women in Higher Education

People of Color in Higher Education

LGBTQ in Higher Education

Intersectional Advertising Bundle

Approval Signatures

Department Chair/School Director

Date

College Dean

Date

Human Resources

Date