



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.

Department #: _____ Department Name: _____

Contact Name: _____ Contact Phone: _____

Generic Position Number: _____ Job Class Title: _____

Contract Terms (Months actively employed per year): _____

Advertising Venues

Human Resources will post on the following venues if requested:

- | | |
|--|------------------------|
| Illinois State University Website | InsideHigherEd.com |
| Chronicle of Higher Education (Philanthropy) | Diversity Add-on |
| Print Ad | HigherEdJobs.com |
| Sponsored Job Online Ad | Diversity Add-on |
| Regular Online Ad | IllinoisJobNetwork.com |
| Placement Add-on | |

LinkedIn

Chronicle Vitae (Targeted Search)

Local Newspapers

Please List: _____

Advertising Charge Back Account Number: _____

Advertising Placed by Hiring Unit:

****Please send links or printed copies of ads to Human Resources once they are live****

Professional Publications, Websites, and/or Other Venues:

Please List: _____

Approval Signatures

Department Chair/School Director

Date

College Dean

Date

Human Resources

Date