



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 Term (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 Hewlett-Packard |
| Print Ad | Premium Job Add-On |
| Basic Job Posting (Online) | Promoted Job Add-On |
| Job Posting Plus (Online) | HigherEdJobs.com |
| Diversity Boost (Online) | Diversity and Inclusion Email |
| Other: _____ | Priority Job Add-On |
| Linked In | IllinoisJobNetwork.com |
| Chronicle Vitae (Targeted Search) | HBCU Connect |
| Local Newspapers: _____ | |
| 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: _____

Approval Signatures

Department Chair/School Director

Date

College Dean

Date

Human Resources

Date