



**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                             | ScholarlyHires.com   |
| Placement Add-on                              | IllinoisJobNetwork.com   |
| LinkedIn                                      | Historically Black Colleges and Universities<br>(HBCUConnect – Online) |
| 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