Where to Place an Advertisement

- The Office for Diversity and Affirmative Action (ODAA) has a list of different recruitment sources, including free and inexpensive web sites. Some of these are also available internally to the online system;

- Publications in professional specialty areas, particularly publications for minority professionals. Departments can place a short print ad in order to reduce advertising costs. The ad must contain the position title, ODAA tagline “EEO/AA employer” and the statement “Please visit www.IllinoisState.edu/jobs for a full job description”. The full position must then be available on the ISU jobs website;

- Graduate schools in the specialty, particularly schools that graduate significant numbers of minorities and women;

- Personal contacts with colleagues at Illinois State and at other universities, especially those that have strong programs in the specialty area. Because it personalizes Illinois State to the candidate, this approach can be very effective when recruiting candidates who are in high demand, such as minority faculty members or people working in very specialized job categories;

- Existing minority and women faculty members at Illinois State can be a resource in identifying and recruiting candidates;

- Professional meetings and conferences, which provide an excellent setting to identify candidates. (Consider taking printed materials about the department or unit and the University to the event);

- Caucuses and/or special interest groups that are associated with professional groups and conferences;

- The Internet: HR posts all faculty and A/P position announcements on the Illinois State University Employment and (where applicable) HigherEdJobs.com web sites, once approved. Approved position announcements may also be posted on college, unit, or departmental web pages. Job notices can also be posted on listserves and USENET newsgroups, even if the position search is only regional in scope. On-line posting is efficient and less expensive than other media because specific schools, states, or regions can be targeted;

- Professional associations, which often feature position listings in their publications. Their web sites may have on-line "job boards" too.