Advertising Guidelines for Posted Positions

Advertising Requirements

Advertising is required to fulfill Affirmative Action/Equal Employment Opportunity requirements to attract a deep and diverse applicant pool for staff or faculty positions. We recommend that you advertise as widely as possible. Departments must document their advertising and provide proof of advertising for a position when requested by the AAEEO office.

Using Jobelephant

You may want to use Jobelephant to advertise. They are a third party advertising vendor and advertise positions for many Universities across the United States. They will send you an advertising proof and advertising quotes for approval before they place your advertising. For proofs and a quote, send an email with the following information to Andy Boom andy@jobelephant.com and cc hrads@uidaho.edu

- Position title
- Posting number
- Advertising venues
- Advertising dates
- Advertising text (optional; they will prepare one for you if you don’t include one)
- Advertising budget number

If you do not hear back within a reasonable amount of time, call 1-800—311-0563 to check on your ad request. If you have a membership discount or discount coupon with an organization, provide that information for Jobelephant to obtain the discount for you.

Jobelephant sends an advertising invoice for all University of Idaho advertising to the University of Idaho Accounts Payable department every Monday. That is why your advertising budget number is necessary.

Post Advertising Yourself

You may sometimes want to post advertising yourself, for instance to listservs, or to a national publication within your field. You will be responsible to arrange payment for the ad. Remember to keep a record of all ads you post.

Advertising with the University of Idaho Daily Register

It is a requirement to advertise your position in the University of Idaho Daily Register if you have an exception to advertise internally within the University of Idaho community only; however, you may wish to publicize your position in the register at other times.

See additional documents added to this page for Minimum Advertising Requirements, an Advertising Request Template, and Instructions for Submitting an Ad in the UI Daily Register.