

2020-2021 MINIMUM ADVERTISING REQUIREMENTS

UI has contracted with Jobelephant to provide advertising at no additional cost to departments. In addition to these venues, we strongly recommend advertising with professional organizations and discipline specific publications, networks, job boards, listservs, etc. For information or to place an ad contact Andy Boom at Jobelephant: andy@jobelephant.com.

| <u>Type of Hire</u> | <u>Duration</u> | <u>Minimum Advertising Venues</u> |
|----------------------------|---------------------|---|
| Faculty Postings | 4 Weeks | <u>Tenure Track Positions</u> UI Auto-Enabled Advertising: The Chronicle of Higher Education, Higher Ed Jobs, DiverseEducation.com, Hire Heroes, Association of Public and Land Grant Universities (APLU), Idaho Department of Labor, selected Greater Washington State HERC sites |
| | 2 Weeks | <u>Non-Tenure Track positions</u> UI Auto-Enabled Advertising: The Chronicle of Higher Education, Higher Ed Jobs, DiverseEducation.com, Hire Heroes, Association of Public and Land Grant Universities (APLU), Idaho Department of Labor, selected Greater Washington State HERC sites |
| | N/A | <u>Temporary Faculty</u> Note: Check with the Office of the Provost appointments guidelines for hiring temporary faculty. |
| Staff Postings | 2 Weeks | <u>Exempt Positions</u> UI Auto-Enabled Advertising: The Chronicle of Higher Education, Higher Ed Jobs, DiverseEducation.com, Hire Heroes, Association of Public and Land Grant Universities (APLU), Idaho Department of Labor, Indeed.com, selected Greater Washington State HERC sites |
| | 2 Weeks | <u>Classified (Non-exempt) Positions</u> UI Auto-Enabled Advertising: Higher Ed Jobs, DiverseEducation.com, Hire Heroes, Association of Public and Land Grant Universities (APLU), Idaho Department of Labor, Indeed.com, selected Greater Washington State HERC sites |
| UI Internal Hires | 2 Weeks | Post in UI Daily Register – also use internal emails, departmental memos, and bulletin boards as appropriate |
| All other positions | Any Duration | <u>Idaho Department of Labor</u> |

