

MINIMUM ADVERTISING REQUIREMENTS

For additional advertising resources, please refer to our University of Idaho Recruitment Resources located at the following website: <http://www.uidaho.edu/human-resources/equal-employment-opportunity-affirmative-action/recruitment-and-hiring/recruitment-advertising-resources> and/or contact Max Tomi at Jobelephant: max@jobelephant.com . UI has contracted with Jobelephant to provide auto-enabled advertising at no additional cost to departments. **In addition to the auto-enabled advertising, we strongly recommend advertising with professional organizations and in discipline specific publications, networks, job boards, listservs, etc.**

<u>Type of Hire</u>	<u>Duration</u>	<u>Minimum Advertising Venues</u>
Faculty Postings	4 Weeks	UI Auto-Enabled Advertising: The Chronicle of Higher Education, Higher Ed Jobs, Academic Keys, Veterans in Higher Ed, Greater Washington State HERC sites, Idaho Department of Labor, Association of Public and Land Grant Universities (APLU)
Staff Postings	4 Weeks	Exempt positions UI Auto-Enabled Advertising: The Chronicle of Higher Education, Higher Ed Jobs, Academic Keys, Veterans in Higher Ed, Greater Washington State HERC sites, Idaho Department of Labor, Association of Public and Land Grant Universities (APLU), Indeed.com
	2 Weeks	Classified Positions UI Auto-Enabled Advertising: Higher Ed Jobs, Academic Keys, Veterans in Higher Ed, Greater Washington State HERC sites, Idaho Department of Labor, Association of Public and Land Grant Universities (APLU), indeed.com
UI Internal Hires	2 Weeks	Post in UI Daily Register – also use internal emails, departmental memos, and bulletin boards as appropriate
All other postings in PeopleAdmin	Any Duration	Idaho Department of Labor

UI is an equal opportunity and affirmative action employer, committed to assembling a diverse, broadly trained faculty and staff. We encourage departments to actively recruit qualified women, minorities, veterans, and individuals with disabilities.