

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 Andy Boom at Jobelephant: andy@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	<p>UI Auto-Enabled Advertising: The Chronicle of Higher Education, Higher Ed Jobs, Academic Keys, Association of Public and Land Grant Universities, Idaho Department of Labor</p> <p>Note: Under UI hiring guidelines, there is no advertising requirement for temporary faculty/lecturers hired.</p>
Staff Postings	4 Weeks	<p>Exempt Positions UI Auto-Enabled Advertising: The Chronicle of Higher Education, Higher Ed Jobs, Academic Keys, Association of Public and Land Grant Universities, Idaho Department of Labor</p>
	2 Weeks	<p>Classified (Non-exempt) Positions UI Auto-Enabled Advertising: Higher Ed Jobs, Academic Keys, Association of Public and Land Grant Universities, Idaho Department of Labor, Indeed.com Departmental Responsibility: Add 1 local paper for two weekends or 2 local papers on alternating weekends (order through Jobelephant)</p>
UI Internal Hires	2 Weeks	Department to Post in UI Daily Register – also use internal emails, departmental memos, and bulletin boards as appropriate
Postdoctoral Fellows		Note: There is no advertising requirement for Postdoctoral Fellows hired under UI hiring guidelines
<p>For all ads placed in subscription ads, Job Elephant will add: The University of Idaho is an equal opportunity employer and does not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, age, disability, sexual orientation, gender identity/expression or any other reason prohibited under Federal, State, or local laws. EOE AA/M/F/D/V</p> <p>For print ads, Jobelephant will add at minimum: EOE AA/M/F/D/V</p>		

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.