

Guidelines for Advertising Jobs

Required items/language in ads

- 1) Job title
- 2) Application deadline
- 3) Method of application: jobs.ua.edu
- 4) EEO/AA tagline: The University of Alabama is an equal-opportunity educational institution/employer.

Sample Ad

HRIS ADMINISTRATOR

The University of Alabama seeks a creative and experienced systems professional that will define the needs of our HRIS system, provide technology solutions and manage all HR software. Visit Employment Opportunities at jobs.ua.edu for more information and to apply. Closing date 6/19/07. The University of Alabama is an equal-opportunity educational institution/employer.

Use of Ads for Non-Exempt (Hourly paid) Jobs

The department may determine that it is necessary to utilize advertisements outside of the UA website for a certain job to attract a diverse pool of qualified candidates. The department must include a copy of the ad within the on-line Job Requisition for review **prior** to it being placed in any advertising venue. The guidelines listed above in the Required Items section applies.

Use of Ads for Exempt (Monthly paid) Jobs

Unless otherwise approved, *all exempt jobs must be advertised in venues outside of the UA website.* The department must include a copy of the ad within the on-line Job Requisition for review **prior** to it being placed in any advertising venue. The guidelines listed above in the Required Items section applies.

Methods of Advertising

- 1) All staff positions recruited by the University will be listed on the UA website.
- 2) The hiring department must identify in the requisition other advertising venues that will attract a diverse pool of qualified applicants to include print publications, websites, list serves, letters of announcement, meetings, etc.
- 3) The Office of Student Media in conjunction with Human Resources makes available a comprehensive statewide classified advertising program offering consistent and professional employment ads at significantly reduced recruiting costs. Contact the Office of Student Media at 348-2456 for more assistance.
- 3) **NOTE:** If using a web-based job posting services i.e. Monster.com make sure to refer potential applicants to the UA J.O.B. site to apply - jobs.ua.edu.
- 4) The University has committed to certain actions in order to attract qualified minority candidates for all Administrative/Professional/Executive (EEO 3 and EEO 1) recruitments. The hiring department should *minimally* do the following:

*Include African Americans on the search committee if feasible;

*Consult with African American employees to identify prospective applicants;

Human Resources will do the following:

*Send a notice of the job opening to the Black Faculty Staff Association requesting their assistance in identifying prospective applicants;

*Send a notice of job opening to the historically black colleges and universities in Alabama

- 5) Following are some websites that have been used for EEO 3 and EEO 1 jobs.
The Journal of Blacks in Higher Education: www.jbhe.com
ExecSearches.com: www.execsearches.com
HigherEd Jobs.com: www.higheredjobs.com
The Chronicle of Higher Education: <http://careers.chronicle.com>
Association of American Colleges and Universities: www.aacu-edu.org

Contact the Affirmative Action Coordinator in your area for assistance in outreach efforts. For a complete listing, click here <http://eop.ua.edu/affirmativeactioncoordinators.htm>

Length of recruitment period

For exempt (salaried) jobs:

Regular:	Minimum of 21 calendar days
Temporary:	Minimum of 14 calendar days
EEO 1:	Minimum of 30 calendar days

For nonexempt (hourly) jobs: Minimum of 5 business days

SPECIAL INSTRUCTIONS FOR EEO 1 RECRUITMENTS

- 1) A search committee must be used for all EEO 1 recruitments.
- 2) The job must be open and advertised for a minimum of 30 days.
- 3) Active outreach must be made to attract female and minority candidates (beyond what is listed above in item #4). Contact the Affirmative Action Coordinator in your area or the University Compliance Officer/Director EEO Programs (348-5855) for assistance in outreach efforts.
- 4) The Provost must review all candidates selected for interview prior to contacting any applicant. Departments should not conduct interviews before receiving approval from the Provost. HR will forward the applicants information to the Provost once those candidates have been identified in the on-line recruitment system.

For more information or assistance with your search, contact your HR Partner located in 303 Rose Administration, 348-8213.