

Shawnee State University

AREA:	BUSINESS AFFAIRS	POLICY NO.:	4.62
		ADMIN. CODE:	3362-4-33
		PAGE NO.:	1 OF 3
		EFFECTIVE DATE:	4/2/90
SUBJECT:	ADVERTISING VACANT POSITIONS	RECOMMENDED BY:	R. Neil Hawk
		APPROVED BY:	

The University Personnel Office will be responsible for advertising all approved vacancies. The procedure for requesting advertising is as follows:

1.0 POSITIONS TO BE ADVERTISED

- 1.1 The University makes every effort to provide advancement opportunities within the institution. Those positions which are controlled by labor contracts will continue to be handled in compliance with the specifications of the labor agreement.
- 1.2 Job vacancies may be announced externally at the same time as internal announcements are made. The University will advertise externally in those cases in which it has determined that external candidates are necessary due to factors such as needed skills and abilities, needed professional or educational experience, or affirmative action considerations.

The determination of whether or not to advertise a position externally will be made by the appropriate Vice President in consultation with the President.

2.0 POSITION APPROVAL

Position approval requires use of the **Personnel Requisition for Staff** (form #PD:062689) and **Request for Advertising** (back side of form)

- 2.1 The **Personnel Requisition for Staff form** must be completed and all approvals secured for the filling of any staff vacancy. The requisition for any new position will be reviewed by the Assistant Vice President for Business Affairs/Budget Director for budgetary purposes prior to any action by the Personnel Department.
- 2.2 If advertising is required, the back side of the **Personnel Requisition for Staff form** must be completed by the requesting area. The information regarding the required advertising is to be provided on the form at the same time that approvals for the vacancy are secured.
- 2.3 Upon receipt of the fully approved **Personnel Requisition** by the Personnel Department (employment), the Personnel Representative will review the form for all necessary information and required approvals. The requesting area will be contacted in order to obtain more specific information regarding the vacancy and/or the advertising request.

3.0 REQUEST FOR ADVERTISING

In order to use University resources efficiently and ensure that placements of all employment ads are consistent, accurate and meet employment laws, it is very important that the requesting area provide all the information on the **Request for Advertising Form** as follows:

- 3.1 POSITION TITLE: Use approved title.
- 3.2 POSITION REPORTS TO: List direct supervisor.
- 3.3 PLACE THIS AD IN THE FOLLOWING PAPERS: List all newspapers, periodicals, trade magazines, etc. in which the ad is to be placed. Consider the market conditions in designating these papers and the amount of funds available for advertising. Consider newspapers that reach minorities and recruitment agencies.
- 3.4 SPECIAL INSTRUCTIONS FOR APPLICANTS: Write the ad in draft form. Focus upon clear instructions to be communicated to the applicants. Concentrate upon required qualifications and instructions for the applicants to follow. Job requirements should have been established through the job analysis procedure.
- 3.5 CUTOFF DATE FOR APPLICATIONS: Include in this estimate the amount of time required for mailing the ads. Most papers require ads in writing, and the Personnel Office should not be expected to read ads over the telephone due to the possibility of error. Applicants should be given sufficient time to respond. Normally estimate four to six weeks for this activity from the ad placement to the response time.
- 3.6 EXPECTED HIRE DATE: Project a hire date that can be reasonably expected considering all the required activities. You may indicate that applications will be accepted until position is filled.
- 3.7 TESTS REQUIRED: Indicate if a test is required. Consider the time involved if so.
- 3.8 ACCOUNT NUMBER FOR ADVERTISING CHARGES: All charges for advertising will be billed to the requesting area.
 - 3.8.1 The Personnel Office will attempt to reduce the ad cost by eliminating superfluous words in the ad. IF YOU DO NOT WISH THE AD TO BE REDUCED - INDICATE SO ON THE FORM. Please discuss the estimated ad cost with the Personnel Representative before insisting that the ad be placed in its entirety. Advertising costs are very high.

3.8.2 If you wish to review the ad prior to its being placed, indicate such directly on the request form. Also, the Personnel Department may at times have to alter the draft ad's wording and dates, but will at all times adhere as closely as possible to the requesting area's information. Such alterations will be discussed before being made.

4.0 EQUAL EMPLOYMENT/AFFIRMATIVE ACTION

In all cases, the University will include on any employment ad the words "Shawnee State University is an Affirmative Action/Equal Opportunity Employer" and "Shawnee State University seeks staff who share our commitment to students as our first priority."