

Advertising Checklist

- Use Jobelephant to suggest sites and post the position for you (andy@jobelephant.com)
- Post in general publications for higher education such as Higher Ed Jobs and the Chronicle of Higher Education
- Post on professional and academic websites
- Recruit people from minority, women's, veterans, and organizations that represent individuals with disabilities
- Post in diversity websites found in the U of I recruitment resources guide
- Send to institutions and universities with programs in targeted fields
- Send to Human Resources departments of similar institutions
- Send to job clearinghouses of university systems
- Post on Career Placement job boards and at other campus locations
- Post on job boards of associations and other organizations serving professionals in targeted field
- Post at career fairs
- Post at conferences of professionals in targeted field
- Mail to targeted populations
- Seek names from directors, division chairs, deans, vice presidents, and the president, as appropriate
- Consider use of search firms and headhunters
- Consult with and recruit retirees, former employees, and consultants
- Recruit people from competitors
- Post on professional and academic websites