Advertising the Vacancy

Positions may be advertised with a Closing Deadline; Priority Screening Date; or “Open Until Filled”. The latter two allow for maximum flexibility in hiring a diverse workforce. It is important for the hiring manager/committee chair to meet with Recruiter to discuss options that would best meet the needs of the position.

For all positions, advertising in metropolitan newspapers, specialized trade journals, web pages, etc., are paid by the recruiting organization. The cost of advertising in these and other publications can be costly but is worthwhile to increase outreach and for hard-to-fill positions. However, if poorly timed, the benefits can be severely diminished and ineffective. Therefore, it is critical for units to plan accordingly. Human Resources can assist with recommendations and quotes for these publications.

Minimum posting:
The Employment Services staff will list the minimum requirements for all job vacancies on the following:

- Job Opportunity bulletin board outside the Employment Office
- 24 hour Employment Hot Line recording: (559) 278-2360; (list of titles and reference to web page)
- Internet: [http://www.csufresno.edu/humres/employment](http://www.csufresno.edu/humres/employment) and on the CSU Job Listing Bulletin Board
- Cal Jobs [www.caljobs.ca.gov](http://www.caljobs.ca.gov)
- America’s Job Bank [www.ajb.dni.us](http://www.ajb.dni.us)
- Higher Ed Jobs [www.higheredjobs.com](http://www.higheredjobs.com) (only those positions that are appropriate for a National search. E.g. Administrators, Academic Support positions, etc.)

A vacant bargaining unit position must be listed for a minimum of 14 calendar days and MPP positions must be listed for a minimum of 30 days. Although typically posted for at least 14 days, Athletic positions not part of the bargaining unit positions are posted according to University needs.

Commercial Advertisements

Occasionally, you will want to advertise your vacancy in other commercial publications, radio or television. If so, consult with your Recruiter as early in the recruitment process as possible. The decision to advertise should be considered if your position has traditionally been hard to fill or the posting generates a small pool of candidates. You are encouraged to utilize the services of your Recruiter to help you decide where and how to place your ad and for what period of time. The college or department, not Human Resources, is responsible for funding commercial advertisements.
Included in your ad should be:

- An overall description of the basic functions and responsibilities of the position;
- A general description of your department (i.e. size, budget, reporting relationships (optional).
- A more specific explanation of the duties of the position and expectations of the candidate;
- Candidate selection criteria;
- Detailed information on how to apply for the position;
- A deadline date for application (if applicable);
- Equal Opportunity Employer / Non-Discrimination statement.

Human Resources will draft the advertisement. Unless a request is made to include specific details in the ad, a standard “simplified” ad is typically placed. This includes references and excerpts from the Position.

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