



How to utilize Jobelephant to place recruitment advertisements:

Once job posting is live on WSUjobs.com, send apply URL (WSUjobs.com direct link) to Michael Ang, michael@jobelephant.com (1-800-311-0563) with the following information:

- Where you would like position posted (i.e. Chronicle of Higher Education, Higher Ed Jobs, Inside Higher Ed, Lewiston Morning Tribune, Moscow-Pullman Daily News etc.)
- Indicate whether or not you would like assistance with the ad language or where to post the specific vacancy
- CC your departmental billing contact to ensure they receive the weekly invoice. Your billing contact will need to include the Jobelephant blanket number **B761627** on the invoice they send to Accounts Payable in order to process payment.
- CC Jaide Wilhelm, jaide.wilhelm@wsu.edu (Human Resource Services contact)
- If you have multiple ad copies (long ad, short ad etc.) specify which ad language you want to go to each media type
- If you have discounts or coupons for a specific job board or media type, please send to Michael so he can ensure that you receive the discounted price
- If you or your department have memberships with a particular job board please include that information in your email to Michael so, he can receive the membership rate on your behalf
- If you do not hear back within 24 hours, please be sure to 1) call 800-311-0563 to confirm they've received your request 2) email Jaide so she can stay up to date on the timeliness of the request.
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If you have any questions or feedback while working with Jobelephant please do not hesitate to reach out to:

Jaide Wilhelm, Recruitment and Outreach Specialist
jaide.wilhelm@wsu.edu (509) 335-9436

hrs.wsu.edu/jobelephant