

WASHINGTON STATE UNIVERSITY



Staff Recruitment:

Outreach & Advertising

Presented by:
Human Resource Services

October 2016

WASHINGTON STATE UNIVERSITY



Print Advertisements



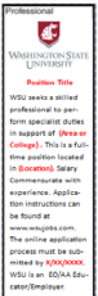

WASHINGTON STATE UNIVERSITY

Simple Print Ad

- Announces vacancy
- Redirects the reader to WSUjobs.com
- Request that these be placed in a designated section of the classifieds (For example IT position under the Technology section etc.)

Detailed Print Ad



- Announces vacancy
- Redirects the reader to WSUjobs.com
- Provides additional details to entice potential applicants
- Such ads will also frequently include information about the university, community or department

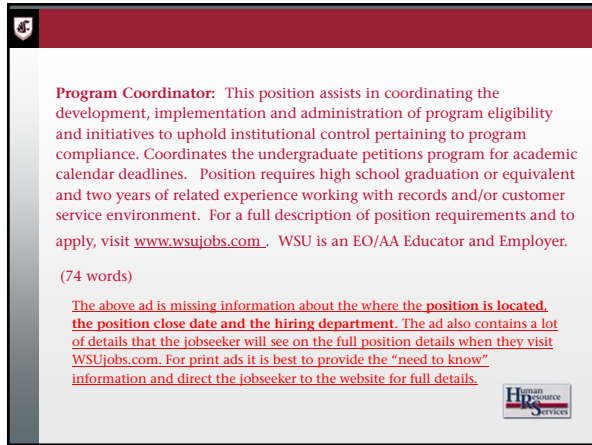
Ways to Save on Print Ads:

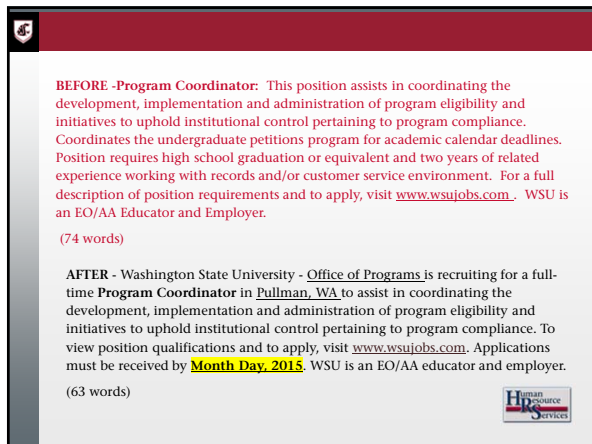
- Reduce the number of words in the ad. Provide the reader with the only the "need to know" information. All of the details should be available at the Apply URL listed in the ad.
- Abbreviate where applicable "Washington State University" to "WSU"

Don't Forget:

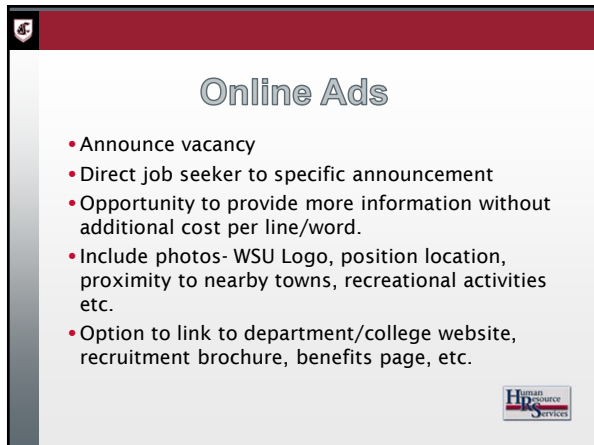
- Position Close Date
- Position Title & Location
- "WSU is an EO/AA educator/employer." (or similar language)
- Apply URL (www.WSUjobs.com or the direct link)
- Make sure the position is active on WSUjobs.com before placing the print ad. (Failure to do so results in applicants trying to search for a position that is unavailable.)













Outreach Tools

New look!

RECRUITMENT OUTREACH TOOLS


Human Resource Services (HRS) offers the following advertising and outreach tools to assist in recruitment efforts.

FREE OUTREACH TOOLS

FREE Job Boards	Website	Description	Auto-routing Available	Position Types
Higher Education Recruitment Consortium	hrcjobs.org	HREC offers the largest database of higher education and related jobs in the world. WSU is a member of the Greater Washington State HREC. HREC is a member of the network of 13 members throughout the state of Washington comprised of colleges, universities, non-profit organizations, and research institutes focused on increasing access to talented and diverse applicant pools and working collaboratively in areas of both career hiring.	Yes	Faculty Administration Professional

**Contact HRS if you have questions about additional outreach resources
Or view the Recruitment Toolkit: hrs.wsu.edu/recruitment-toolkit*

<http://hrs.wsu.edu/managers/recruitment-toolkit/outreach-tools/>



JobTarget OneClick

Contract has ended



Getting your job filled with **qualified** candidates has never been easier.





Jobelephant

How it works:

1. Send your recruitment advertising requests to Jobelephant.com for quotes via email (including job announcement, job descriptions, along with instructions such as whether or not Jobelephant should edit, etc.)
2. Jobelephant will email back quotes for every ad request along with any suggestions/recommendations.
3. You email back your authorization. Or if you have changes, we resend quotes until they're absolutely perfect.
4. Jobelephant places your ads per your approved schedule with all media (newspapers, trade journals, online job boards).
5. After confirming the precise cost of each ad, Jobelephant emails you (and can cc anyone else you prefer) an invoice for that week's advertising.
6. You can then log in to Jobelephant's electronic tearsheets website to view/print proof of publication for each ad.

You are informed and maintain control of all your advertising from start to finish. Depending on the scope of the order, quotes are sent within the hour.

<http://hrs.wsu.edu/jobelephant/>



Staff Recruitment:
<http://hrs.wsu.edu/staff-recruitment-toolkit>

Contact Information
Human Resource Services
509-335-4521
<http://hrs.wsu.edu/hrs-information>
hrs@wsu.edu



WSU employees attending this session via videoconferencing and who wish to have it documented on their training history must notify Human Resource Services within three days of the session date:

hrstraining@wsu.edu
