Staff Recruitment:
Outreach & Advertising

Presented by:
Human Resource Services

Print Advertisements

- 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.)
Program Coordinator: This position assists in coordinating the development, implementation and administration of program eligibility and initiatives to uphold institutional control pertaining to program compliance. Coordinates the undergraduate petitions program for academic calendar deadlines. Position requires high school graduation or equivalent and two years of related experience working with records and/or customer service environment. For a full description of position requirements and to apply, visit www.wsujobs.com. WSU is an EO/AA Educator and Employer.

Before - Program Coordinator: This position assists in coordinating the development, implementation and administration of program eligibility and initiatives to uphold institutional control pertaining to program compliance. Coordinates the undergraduate petitions program for academic calendar deadlines. Position requires high school graduation or equivalent and two years of related experience working with records and/or customer service environment. For a full description of position requirements and to apply, visit www.wsujobs.com. WSU is an EO/AA Educator and Employer.

After - Washington State University, Office of Programs is recruiting for a full-time Program Coordinator in Pullman, WA to assist in coordinating the development, implementation and administration of program eligibility and initiatives to uphold institutional control pertaining to program compliance. To view position qualifications and to apply, visit www.wsujobs.com. Applications must be received by Month Day, 2015. WSU is an EO/AA educator and employer.
Online Advertisements

- Announce vacancy
- Direct job seeker to specific announcement
- Opportunity to provide more information without additional cost per line/word.
- Include photos: WSU Logo, position location, proximity to nearby towns, recreational activities etc.
- Option to link to department/college website, recruitment brochure, benefits page, etc.

Craigslist Sample

Fiscal Technician - Washington State University (Pullman)

As a member of the Business Services team, you will perform various tasks to ensure the accuracy and timeliness of financial data. You will need to:

- Maintain an accurate and timely database of financial transactions.
- Work with a variety of individuals to ensure the accuracy of financial data.
- Ability to work under tight deadlines, strong communication/organizational skills and attention to detail are a must to succeed in this position.

For more information and to apply, call 903-322-0000.

Salary range: $33,000 - $35,000
Outreach Tools

*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

https://hrs.wsu.edu/jobelephant/

Contact has ended
Staff Recruitment:  
[http://hrs.wsu.edu/staff-recruitment-toolkit](http://hrs.wsu.edu/staff-recruitment-toolkit)

Contact Information  
Human Resource Services  
509-335-4521  
[http://hrs.wsu.edu/hrs-information](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