

Advertising Guidelines for Posted Positions

Advertising Requirements

Advertising is required to fulfill Affirmative Action/Equal Employment Opportunity requirements to attract a deep and diverse applicant pool for staff or faculty positions. To that end, we recommend you advertise as widely and broadly as possible. Departments must document their advertising and provide proof of advertising for a position when requested by the AAEO office.

Auto-Enabled Advertising

We contract with Jobelephant to advertise for posted positions. They are a third-party advertising vendor and advertise posted positions for many Universities across the United States. Although we contract with them annually, we highly recommend you complement this advertising with discipline specific advertising for your positions. You may also request additional advertising but must include your advertising budget number to Jobelephant. Jobelephant sends an advertising invoice for additional University of Idaho advertising to the University of Idaho Accounts Payable department every Monday. They will provide your advertising budget number to accounts payable at that time.

Departmental approval is not necessary for auto-enabled advertising. If a department representative wants to add or change information, they may send that information to Jobelephant and Jobelephant will update the advertising. If you do not hear back within a reasonable amount of time, call 1-800-311-0563 to check on your ad request. If you have a membership discount or discount coupon with an organization, provide that information for Jobelephant to obtain the discount for you.

Jobelephant will place annually contracted and additionally requested advertising within the selected venues as the positions are posted, using the information provided in the posting, including the job description. Jobelephant will post the positions within the subscription sites according to the advertising guidelines provided by the University of Idaho.