

Recruitment Advertising Guidelines

Fiscal Year 2012

Human Resources has a targeted and structured recruitment and outreach plan to attract high quality diverse applicants. This plan includes the use of job posting boards, social media, and job fairs. In addition, hiring authorities are strongly encouraged to utilize their professional contacts and professional organizations (listservs, sites, etc) to attract a diversified pool of qualified applicants.

Contracted Job Posting Boards

All positions not governed by a bargained for contract will be posted at the following locations:

- EMU Employment Website (www.EMUJobs.com)
- Diversity Board (www.Diversity-Jobs.com)
- Veterans Board (www.HireVeterans.com)
- Hispanic Board (www.Hispanic-Jobs.com)
- Inside Higher Ed Jobs (www.INSIDEHIGHERED.COM)
- Higher Ed Job (www.HigherEdJobs.com)
- Higher Education Recruitment Consortium Board (www.HERCJobs.org)
- Michigan Talent Bank (www.MichWorks.org)
- Twitter ([@EMUJOBS](http://www.Twitter.com))
- Linked In (www.LinkedIn.com EMU Jobs)

Ad Hoc Job Posting Boards

In some situations, positions will be posted to additional job posting boards. These requests require approval by the Director Compensation & Employment.