



Recruitment Advertising Guidelines  
Fiscal Year 2015

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.

Vacant positions are posted on the EMU Employment Website: [www.emich.edu/jobs](http://www.emich.edu/jobs)

**Contracted Job Posting Boards**

Postings are automatically advertised at the following contracted sites:

- Diversity Job Board ([www.Diversity-Jobs.com](http://www.Diversity-Jobs.com))
- Higher Ed Jobs Board ([www.HigherEdJobs.com](http://www.HigherEdJobs.com))
- Higher Education Recruitment Consortium Board ([www.HERCJobs.org](http://www.HERCJobs.org))
- Hispanic Job Board ([www.hispanicjobs.com](http://www.hispanicjobs.com) )
- Linked In ([www.Linkedin.com](http://www.Linkedin.com) EMU Jobs)
- Michigan Talent Bank ([www.MichWorks.org](http://www.MichWorks.org))
- Twitter ([@EMUJOBS](http://www.Twitter.com))
- Veterans Job Board ([www.HireVeterans.com](http://www.HireVeterans.com))
- Workforce Disability Network ([www.workplacediversity.com](http://www.workplacediversity.com))

**Ad Hoc Job Posting Boards**

To increase recruitment outreach efforts, positions will also be posted to additional niche job posting boards. Please contact the Manager, Classification and Employment for information.