



Advertising Request Form

Instructions: After a requisition has been completed for the position, the hiring department initiates this form. The following approvals are then required: VP, Research and Development (if grant-funded), Budget and HR. The department should email the ad copy in word format to Lauren Rubitz (rubitz@njit.edu) for review. Once HR receives the approved form and ad copy, HR will initiate the external advertising process, in conjunction with the department contact.

This section to be completed by Hiring Department:

Department Contact and Phone:	
Department:	Today's Date:
Position Title:	Position Start Date:
Requisition number:	Index Number that will be used to create PO#:
Granted Funded Position? Yes <input type="checkbox"/> No <input type="checkbox"/>	Has the proposed ad copy been emailed to HR? Yes <input type="checkbox"/> No <input type="checkbox"/>

Advertise position in the following media (website, newspaper, trade journal, etc)- Specify print or online

Name	Length of Time	Name (specific/official title)	Length of Time
<input type="checkbox"/> Chronicle of Higher Education		<input type="checkbox"/>	
<input type="checkbox"/> Star Ledger		<input type="checkbox"/>	
<input type="checkbox"/> Higheredjobs.com		<input type="checkbox"/>	
<input type="checkbox"/> Women in Higher Education		<input type="checkbox"/>	
<input type="checkbox"/> Diversity in Higher Education		<input type="checkbox"/>	
<input type="checkbox"/> VetJobs.com		<input type="checkbox"/>	
Additional Postings/Comments:			
Department approval/date:		Vice President/Provost approval/date:	
Research and Development approval/date (if applicable)		Budget approval/date:	
HR approval/date:		Comments:	