



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 the HR Talent Acquisition team (careers@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:	Grant Funded Position? :
Index # that will be used to create PO#:	Has the proposed ad copy been emailed to HR?

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
Chronicle of Higher Education			
Star Ledger			
Higheredjobs.com			
Women in Higher Education			
Diversity in Higher Education			
VetJobs.com			

Additional Postings/Comments:

Department Approval

Signature : _____ Date : _____

Vice President/Provost Approval

Signature : _____ Date : _____

Research and Development Approval *(if applicable)*

Signature : _____ Date : _____

Budget Approval

Signature : _____ Date : _____

HR Approval :

Signature : _____ Date : _____

Comments :