



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, Budget and HR. The department should email the ad copy to Lauren Rubitz (rubitz@njit.edu) for review. Once HR receives the approved form and ad copy, the position will be posted externally and the department will receive notification of placement.

This section to be completed by Hiring Department:

Department Contact and Phone:	
Department:	Today's Date:
Position Title and Posting#:	Position Start Date:
Requisition number:	Index Number to Charge:
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:	

This section to be completed by the Human Resources Department:

Budget approval/date:	HR approval/date:
Comments:	