

## Requisition Ad Source Selection

1. Using the Ad Source Reference List, please list any non-required sources you'd like to utilize for this requisition in the spaces below, including listservs, social media groups, professional organizations, etc).
2. If a source is only accessible by members, specify that your team will post to that source.
  - a. HRS will post to all listed sources unless otherwise specified
  - b. HRS will provide an approved ad to use if you/r team will post to any sources
3. Provide the UNI account details to charge for ad costs associated with this specific search. If a procurement card is being used, provide that information to HRS via phone/Filelocker.
4. Note: Required sources for non-temporary positions at this time include: Careers@UNI, Grow Cedar Valley, HigherEd Jobs (\$100, not required for Merit), Iowa Jobs, Recruit Military, and Iowa Community College Consortium (required for Merit only).

Name of Ad Source:

Check the box for who will post:

_____	HRS	Department
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Requisition # and Position Title: \_\_\_\_\_

Account to Charge for Paid Sources: \_\_\_\_\_

This document can be uploaded as an attachment to the Job Requisition or sent to Jordan.Cornwell@uni.edu via email. The HRS Employment team will communicate any suggested changes.