

## External Advertising Information | Staff Searches

Use the checklist below to create an advertising plan for your search.

**Note:** All external advertising sources should be documented in UGAJobs. This can be done when the position is posted, *or when the hiring proposal is submitted*. The hiring authority should keep track of all external sourcing avenues.

This list is not exhaustive – Feel free to post on any job board that best represents the needs of your particular unit. Each unit is responsible for securing funds (if applicable) and posting their position(s).

Advertising Source	Description + Steps to Post	Cost to Unit	Status
UGAJobs	UGA's Job Board – All candidates must apply directly through UGAJobs to be considered  <a href="https://www.ugajobsearch.com/">https://www.ugajobsearch.com/</a>	Free	Auto
Division Careers Page	<a href="https://studentaffairs.uga.edu/careers/">https://studentaffairs.uga.edu/careers/</a>	Free	Auto
Insight Into Diversity	All UGA positions are posted at no cost  <a href="https://www.insightintodiversity.com/">https://www.insightintodiversity.com/</a>	Free	Auto
Inside Higher Ed	All UGA positions are posted at no cost  <a href="https://www.insidehighered.com/">https://www.insidehighered.com/</a>	Free	Auto
The Chronicle of Higher Education	UGA has an agreement that allows you to post at no cost – Follow these <a href="#">instructions</a> to post  <a href="https://www.chronicle.com/">https://www.chronicle.com/</a>	Free	
Handshake	The only all-in-one early talent recruiting platform connecting you to 10M+ students and alumni across 90% of the top educational institutions in the US (and growing)  <a href="https://app.joinhandshake.com/login">https://app.joinhandshake.com/login</a>	Free	
HigherEdJobs	OVPSA has a central contract with HigherEdJobs – Reach out to <b>Talent Management</b> to have your position posted  <a href="https://www.higheredjobs.com/Default.cfm">https://www.higheredjobs.com/Default.cfm</a>	Paid by OVPSA	

LinkedIn	UGA's LinkedIn account has more than 250,000 followers, and you can link your posting to this account at no cost.  <a href="#">Link Your Posting to UGA's LinkedIn</a>	Free	
Emails lists + Referrals	Utilize listservs, professional email lists, referrals from colleagues (informed by hiring authority, search committee, and other colleagues)  <a href="#">Sample Recruitment Outreach - Email</a>	Free	
Departmental Social Media	Instagram, LinkedIn, Twitter, etc.	Free	
Professional Organizations	Informed by hiring unit and search committee	Varies	
*Position/Job Function Specific Job Boards	Informed by hiring authority – See UGA's curated <a href="#">Recruiting Resources</a>	Varies	

**Do you know of a job board that should be added to this list? We want to hear from you! Reach out to [Talent Management](#) directly to help grow this list of resources.**

\*Consider advertising your position on at least one job function specific job board. Niche job boards attract specific candidates that possess specialized skills and/or an interest in a particular industry. While their quantity of traffic may not be as high as large job boards, postings on these sites tend to draw interest from higher quality candidates.