

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 https://www.ugajobsearch.com/	Free	Auto
Division Careers Page	UGA Student Affairs Job Board https://studentaffairs.uga.edu/careers/	Free	Auto
Mitratech Circa	All UGA positions are posted at no cost https://circaworks.com/job-search/	Free	Auto
Inside Higher Ed	All UGA positions are posted at no cost https://www.insidehighered.com/	Free	Auto
Insight Into Academia	All UGA positions are posted at no cost https://insightintoacademia.com/	Free	Auto
The Chronicle of Higher Education	Faculty positions are posted automatically. UGA has an agreement that allows you to post staff positions at no cost – Follow these instructions to post https://www.chronicle.com/	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) https://app.joinhandshake.com/login	Free	

HigherEdJobs	OVPSA has a central contract with HigherEdJobs – Reach out to Talent Management to have your position posted https://www.higheredjobs.com/Default.cfm	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. Link Your Posting to UGA's LinkedIn	Free	
Emails lists + Referrals	Utilize listservs, professional email lists, referrals from colleagues (informed by hiring authority, search committee, and other colleagues) Sample Recruitment Outreach - Email	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 Recruiting Resources	Varies	

*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.