Advertising for Professional Positions
(Non teaching 2nd and 3rd preference)

All the following recruitment methods must be documented in a recruitment report. The OIE has a template of this form as well as interviewing and evaluation guidelines. This report will be kept in an audit file at the OIE and will be presented to the United States Department of Labor (USDOL) in the event of an audit. The hiring department is responsible for retaining all cv’s, applications, and responses from potential applicants for no less than 5 years.

Ideally, all recruitment and advertising efforts should be done concurrently.

UGA Human Resources Office will manage the following advertisement process:

**GA Department of Labor job order** – HR will open a work order with the Georgia Department of Labor and notify them that this is a PERM posting and that the job order must be open for no less than 30 days. HR will provide ISSIS with proof that the position was advertised with the GDOL and will include the opening and closing dates of the posting. The hiring department will review all applications received from this source and evaluate each one.

**Two Sunday advertisements in the Athens Banner Herald** – Ads for the position must appear in two Sunday editions of the Athens Banner Herald. It is permissible for these ads to be in back to back Sunday editions. Each ad must allow for no less than 30 days for interested individuals to respond. The complete page containing each Sunday’s ad must be forwarded to OIE. (do not highlight or cut out the ad!) The department will review all applications received from this source and evaluate each one. **NOTE:** Online advertisements cannot be substituted for print ads for this method.

**iPaws** – The UGA HR office will post the position on the UGA HR job list (iPaws). The job must be posted for no less than 30 days for faculty and clearinghouse positions. The department will review all applications received from this source and evaluate each one.

**Other local paper advertisement** – The ad may run for one day, any day of the week. The ad must allow 30 days for interested applicants to apply. The department must obtain proof of advertisement and can document this with the original complete full page of the paper containing the ad. (do not highlight or cut out the ad!) The department will review all applications received from this source and evaluate each one. **NOTE:** Online advertisements cannot be substituted for print ads for this method.

**Online advertisement with the Local Newspaper or Journal** – This online advertisement can be placed concurrently with the local print ad. This does not need to run online for 30 days however, it must allow no less than 30 days for interested applicants to apply. The department
must provide a print screen of the online advertisement showing the first and last date it appeared. This will suffice as proof of this type of advertisement. The department will review all applications received from this source and evaluate each one.

**One other advertising venue:** this can be an online job search site, radio or tv ad, private employment company, job fairs, etc. Human Resources and ISSIS or the consulting attorney will determine the best venue depending on the case.

**UGA Human Resources and the hiring department:**

**Notice of filing (posting)** – After receiving the prevailing wage determination, The Department of Labor (DOL) requires the employer to post a notice of filing. This notice will be prepared and forwarded to the hiring department by ISSIS and will need to be posted in the employing department. It will also be sent to HR where it will be posted as well. The posting should be displayed in a conspicuous location, preferably where other required employment notices are located. The postings are to remain in place for 10 full business days, after which they should be removed, the beginning and ending dates noted, be signed by the hiring authority for the department, dated and returned to ISSIS.

**Other advertising**- This position may also be posted on the department’s website, websites for professional organizations, and any other means that you would normally use when recruiting for a position, however these may not be used in place of the required advertising previously listed. Please be sure to inform ISSIS of any other advertisements or postings for this position.