

Advertising the Position

Advertising is often a crucial component in the hiring process. Certain circumstances demand that positions be advertised; positions that fall within a job group deemed underutilized or that demand a highly specialized skill set benefit greatly from casting a wide net. Having a comprehensive, targeted advertising plan for a position can yield a diverse pool of highly qualified candidates.

All positions are posted on the Jobs@UVA web site. Both internal and external applicants apply through the on-line application system. To expand and diversify the candidate pool, Hiring Managers are encouraged to contact their HR Consultant to explore viable external advertising options.

HR Consulting Services (HRCS) is available to assist in writing and approving ads, and will place ads with a variety of publications. HRCS will ensure compliance with the University's policy on equal employment opportunity, affirmative action, and applicable federal and state regulations.

Advertising a University Executive Staff/Professional Research Staff/A&P Faculty position is managed through the Office of Equal Employment Opportunity. Hiring Managers should refer to the [Faculty Recruitment and Hiring Guide](#) for details on developing the Diversity Recruitment Plan.

The cost of advertising is the responsibility of the department, and charged back to the department once the ad has been placed.

[Advertising Resources](#)