



## ADMINISTRATIVE REGULATION AND PROCEDURE

Title: RECRUITMENT ADVERTISING

Code: CC2100

Policy Reference: C0503-2, Employee Recruitment, Hiring, and Training

### Recruitment Advertising Guidelines

The Human Resources Division shall manage the advertising expenditures for all vacancies in the district. As such, authority to determine the cost, the frequency of advertising, and the medium shall be delegated to the director of Human Resources. The decisions for advertising shall be based upon the nature of the position (executive, managerial, professional, and technical), the profile of the organizational unit in terms of diversity, and the availability of applicants for a position.

### Procedure

The following general standards relative to the area of recruitment for general employee groups have been established.

<u>Area of Recruitment</u>	<b>Position Categories</b>	<u>Suggested Advertising Medium</u>
National	Executive, managerial/supervisory and professional positions for which the availability of applicants is limited; professional positions (including faculty); and technical positions (data processing, TV, etc.)	<u>Chronicle of Higher Education</u> , professional periodicals, and major newspapers in geographical regions
Local	Clerical, service workers (building service, food service, and public safety personnel)	<u>Milwaukee Journal</u> and local minority media

Human Resources will determine the medium of advertising in collaboration with the hiring supervisor of the user department.

Since Human Resources' budget is expected to cover all position advertising in the district, Human Resources will reserve the right to limit the frequency and degree of advertising for any one division or department.

Office of Responsibility: Human Resources