

RECRUITMENT & ADVERTISING

Minimum Posting Period

- Clerical and Maintenance/Trades – Postings are distributed to association leaders two days prior to the posting date and are posted a minimum of five (5) working days. Contract language must be followed for internal candidates who apply within the first five (5) days.
- Administrative Professional and Police Officers/Dispatchers – Positions are posted a minimum of ten (10) working days.

Standard Recruitment

- Jobs @ Oakland website
- Email to those participating on the Job Profile (previous applicants)
- MI-HERC – Higher Education Recruitment Consortium
- Campus posting boards
- Michigan Talent Bank
- Michigan India Association
- Various organizations and posting boards to target women and minorities
- Michigan Career Builder – for external searches
- Michigan Chronicle – for external searches

Additional Recruitment

- Listservs targeting the specific field
- Professional Organizations for which the department holds a membership

Process

- The Office of Inclusion and Intercultural Initiatives monitors and directs all advertising requirements
- UHR prepares the advertisement for placement
- UHR places all advertising on sites which require a fee
- UHR transfers the charges via journal voucher to the department's account.
- The department distributes the posting notice or advertisement to all membership listservs, email or web sites which do not require a fee
- UHR