

FORM II-B: Advertising Placement Summary

For more information please visit [Human Resources Faculty Hiring Steps Page](#). All external advertisements paid and free must be approved by both Human Resources - Academic Employment Services and the Office of Institutional Equity before you advertise.

List names of publications(s)*, approximate date(s) appearing and length of posting (example: 30 days).

a) Tech Today (date): _____

b) Professional journals
or newsletters: _____

c) Local and state media: _____

d) Regional publications: _____

e) National publications: _____

f) Multi-cultural diversity
focused publications: _____

g) Gender focused publications: _____

h) Email Lists: _____

i) Direct communications: _____

j) List additional measures that will be taken to recruit women and minority groups:

Approved by: (Signature)	Title	Date
	Search Committee Chair	
	Department Chair	
	College Dean	

*jobs automatically listed in Indeed, Tech Today and Michigan Works