

Successful recruiting is based on a partnership between human resources, the hiring manager, and the University. The aim of recruiting is to provide an employer the opportunity to review the best-qualified applicants available to fill a job.

Two fair employment issues in recruiting are equal opportunity outreach and describing the job in ways that inform the broadest group of interested and qualified people of the opportunities. We ask that you keep fair employment issues in mind as you consider advertising your position as well as throughout your recruitment.

Advertising at No Charge

Paid Advertising

<p><i>Workforce Planning will advertise a vacant position at no charge to the hiring department in the following places:</i></p> <p><i>Internal Sources</i></p> <ul style="list-style-type: none"> • SJSU Human Resources Web Page • SJSU Human Resources Job Board <p><i>Online Posting</i></p> <ul style="list-style-type: none"> • HigherEdJobs.com • Employment Development Department (CalJobs.ca.gov) • CSU Careers.calstate.edu • Higher Education Recruitment Consortium (www.norcalherc.org) <p><i>Email Listserves</i></p> <ul style="list-style-type: none"> • Community Colleges, other Colleges & Universities • Community Agencies 	<p><i>Paid advertising is available at the hiring department's expense. Fees for advertising vary widely depending on the source, the length of the advertisement, dates published, and other factors.</i></p> <p>Some suggested paid advertising sources are:</p> <ul style="list-style-type: none"> Monster.com Craigslist.com San Jose Mercury News Chronicle of Higher Education Professional association publications Targeted-population advertising
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If you need assistance in locating advertising sources, please contact your [Workforce Planning Assistant](#).

If you would like to run paid advertising, complete the [Classified Ad Requisition](#) and forward the form to Workforce Planning. We will arrange with the publication to have your ad placed.

"SJSU is an Equal Opportunity/Affirmative Action employer committed to nondiscrimination on the basis of race, color, religion, national origin, sex, sexual orientation, gender status, marital status, pregnancy, age, disability, or covered veteran's status consistent with applicable federal and state laws. Reasonable accommodations will be provided for applicants with disabilities who self disclose."