

External Ad Request Form

Talent Acquisition - Texas Tech Careers

To request additional advertising outside of the Texas Tech Careers, email this form to hrs.recruiting@ttu.edu

Department Information:

Department: _____ Requisition #/Job Position: _____

Requestor Name: _____ Email: _____ Phone: _____
First Last

FOAP:

Fund: _____ Org: _____ Account: 7N3030 Program: _____

Account Manager: _____

NOTE: If the vendor does not accept a credit card, you will be contacted and will need to submit a PO.

Departments will utilize Human Resources Procurement Card for staff ads.

List your vendors to be used (see page 3 for various options)

Vendor	Approx. Cost	Duration	Notes

Advertisement Text:

Comments:

For Human Resources Use Only:

Date Received: _____ Date Replied: _____

HR Signature: _____

Notes/Comments for Procurement Card:

Steps to place an external ad for a staff position:

1. Decide where to advertise... *Need help? Contact the HR Talent Acquisition (HR TA) office for options.*
2. Download and complete an Additional Ad Request form (found on the Human Resources web site).
3. Email and submit your form to the HR TA office at hrs.recruiting@ttu.edu.
4. HR TA will review the information and place your ads. You will receive a confirmation.
5. HR TA will allocate the charge to the FOAP you provided when the charge appears on the billing statement.

EXTERNAL ADVERTISING POSSIBILITIES

Vendors	Approx. Cost	Duration
HigherEdJobs.com	\$230.00	60 days online
KCDB.com	\$160.00	30 days online
Jopspotonline.com	\$150.00	30 days online
Women in Higher Education Website	\$210.00	30 days online
Hispanics in Higher Education	\$125.00	30 days online
Blacks in Higher Education	\$125.00	30 days online
American Association of University Women	\$3 per word	90 days online
NCAA	\$275.00	30 days online
Insidehighered.com	\$275.00	60 days online
Dice.com	\$395.00	30 days online
Monster.com	\$129.00	30 days online
The Placement Exchange	\$150.00	30 days online
Professional Association SQL Server (PAS)	\$189.00	30 days online
Teachers.net	\$49.00	30 days online
Academic Keys	\$250.00 (non-member)	30 days online
American Indian Science & Engineering Society	\$250.00	90 days online
Society for the Advancement of Chicanos and Native Americans in Science	Starting @ \$300.00	30 days online
Diverse: Issues in higher education magazine	\$310.00	30 days online
Hispanic Outlook	Starting @ \$225.00	8 weeks
National Association of International Educators	\$420.00	30 days online

NOTE: This is not an all-inclusive compilation of the vendors available to showcase with. Please contact HR TA for additional information, guidance and/or advice on how to secure the best venue for advertisement.