

Tips for Vacancy Announcement and Recruitment

The hiring unit or appropriate administrator develops the vacancy announcement. This document is the advertisement that will be distributed to publications, the web, and other mediums to recruit candidates for the position. Classified advertising should reach a broad spectrum of diverse (ethnic, gender, disabled, etc.) applicants, as in scholarly and professional journals and/or general publications like the *Chronicle of Higher Education*, *Diverse Issues in Higher Education*, and *The Hispanic Outlook in Higher Education*.

When placing advertisements, particular care must be taken to anticipate U.S. Department of Labor (DOL) certification requirements. Failure to meet these requirements can make it impossible for the University to sponsor an international candidate for permanent residence.

The vacancy announcement should be clear, concise and use gender-neutral language. Include the following information:

- 1) Begin with Institution/college or department of _____ invites or announces
- 2) State the specific job title, e.g. “Assistant/Associate Professor” not “tenure-track faculty.”
- 3) Describe (briefly) the duties and responsibilities of the position.
- 4) List the qualifications required/preferred of the candidate. Note: the Department of Labor will consider all qualifications stated in the ad as required.
- 5) State when the first review and screening of applications will begin.
- 6) Explain the format and to whom the applications should be sent.
- 7) State, **“The University of Missouri-St. Louis is an Affirmative Action, Equal Opportunity employer committed to excellence through diversity.”**
- 8) Optional Information: Proactive language, such as “Candidates should describe how diversity issues have been or will be brought into courses” or “The University is responsive to the needs of dual career couples,” may be included. Also, additional information about the department, college, university, or St. Louis community may be included.
- 9) For international candidates, publish the advertisement in a national professional journal at least 30 days before the application deadline. The ad must be placed in a print journal. Web postings do not meet the Department of Labor requirements.

For more information on hiring internationals, please refer to the Department of Labor website at <http://www.dol.gov/dol/topic/hiring/foreign.htm>.

An external announcement of the faculty vacancy should be sent (with a cover letter asking that the institution or person post the announcement) to the following:

- 1) Key minority and female professionals in the field, both on and off campus.
Through networking, these contacts can often generate applications from minority and female candidates.
- 2) Recent minority and female degree recipients.
- 3) Graduate schools awarding degrees in the area of specialization.
- 4) Professional associations.

If the department changes the rank/title, position description or qualifications after the announcement has been published, the position must be re-announced because the new conditions may attract a different applicant pool.