

Job Posting Guide for Supervisors

Please complete the information requested on this form and forward to HR.

Program: _____

Department Number: _____

Position Title: _____

Hiring Supervisor: _____

Grant access to view applicants to: _____

Job Status (Full Time, Part Time, number of hours): _____

Wage: _____

Schedule detail (Days, Evenings, Weekends, On-Call, etc.):

Would you like the position posted internally only? No ___ Yes ___

How long do you want the job posting to be open?

- 3 days 1 week 2 weeks 3 weeks

Which method of advertising would you like to utilize? (choose all that apply)

UltiPro, Indeed, and Hilltoppers email are automatic

- Workforce Center Website Non-sponsored Facebook post
- Handshake (CMU/WCCC)
- Sponsored Social Media (Facebook, LinkedIn, Twitter) - \$

Site Name: _____

- Newspaper (Daily Sentinel, Montrose Daily Press, etc.) - \$\$

Publication Name: _____

- Specialized Websites (professional associations, non-profit, etc.) – please list:

- Other? _____

Other helpful information _____
