

Advertising Guidelines

- Prepare the Advertising Plan and Recruiting Efforts that will be included in PeopleAdmin

All positions must be advertised in the appropriate labor market, e.g., Faculty & Administrative positions must use regional advertising; Clerical & Support must use local advertising. For those searches for which a search committee is required, the search committee will prepare a written advertising plan. For all other searches, the department will prepare a written advertising plan. The advertising plan needs to include a detailed listing of where the vacancy will be advertised and what affirmative action efforts will be taken to recruit women and minorities. Every effort should be made to recruit highly qualified people, and special efforts need to be made to recruit persons to the applicant pool from underutilized groups. Affirmative action with respect to veterans and individuals with disabilities is also required. The advertising plan will be approved by Affirmative Action via PeopleAdmin.

Advertising Information

Special Instructions to Applicants

Applicants are required to electronically upload a cover letter, resume, copy of transcripts (official transcripts required upon hire), and complete contact information for three references. References will be contacted at a later date. Submission of materials is the applicant's responsibility. Applications without all required materials.

Advertising Plan

TTU Website
HigherEdJobs
Diverse Jobs in Higher Education

When is the application review date?

10 days from posting date
 14 days from posting date
 30 days from posting date
 Other (Specify) _____

This will be the screening date for full consideration. Administrative and Executive positions are always open until filled.

How soon do you anticipate filling this position?

Position Initiator

Select Some Options

- Determine the Advertising Period

All postings must be advertised for a minimum of 10 calendar days. When getting approval to advertise in PeopleAdmin, the Initiator will note if the posting will be for 10 days, 14 days, 30 days or Other (include the screening date or deadline date). Since Administrative and Faculty positions are open until filled, the screening date may be set at 10 days but the posting will remain on the website until a recommendation for hire has been made. For Clerical & Support positions, the posting will be removed from the website at midnight on the deadline date.

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Select Some Options

- Prepare the Ad for Approval, that will be included in PeopleAdmin

For those searches for which a search committee is required, the search committee will prepare a written advertisement. For all other searches, the department will prepare a written advertisement. The advertisement will be consistent with the essential functions, required qualifications, preferred qualifications and special applicant instructions. Templates are located on the HR Website. All ads must include the affirmative action statement:

Tennessee Tech University is an AA/EEO employer and does not discriminate on the basis of race, color, religion, ethnic or national origin, sex, disability, age (40 and over), status as a protected veteran, genetic information or any other category protected by federal or state law. Inquiries regarding the nondiscrimination policies should be directed to equity@tnitech.edu.

- Approval to Advertise in PeopleAdmin

Once all approvals have been received through PeopleAdmin, the position will be posted and an email will be sent from HR. This email will include the Advertising Plan and a copy of the approved ad. The department will need to place the additional ads as outlined in their advertising plan. Only the approved ad may be used for the additional advertising. The cost for the ads will be paid by the department. After the ads have been placed, a copy of the ads will need to be provided to HR. An automated posting process is in place for HigherEdJobs and for Diverse Issues in Higher Education (no cost to the department). The department will need to get a copy of these ads and include them with the information provided to HR. Copies of the posting will be sent externally for other AA/EEO outreach, e.g., Center for Literacy, Education & Employment, TCAT, Vocational Rehabilitation Office, Veterans Employment, Tennessee Department of Labor and Workforce Development Offices, etc.