CAREERBUILDER ADVERTISEMENT

Deadline to Submit to **Human Resources Recruitment**
Wednesday, Noon
Email requests to Employment@mail.ucf.edu

CareerBuilder ads may be advertised for up to 30 days from the initial positing date. All positions are required to be posted for a minimum of 5 business days. The cost to advertise is $175.00 per posting. Please email the form and any attachments in a Word document to Employment@mail.ucf.edu by noon on Wednesday in order for your position to be posted the following Friday.

Departments are not required to advertise on CareerBuilder. All positions posted on CareerBuilder must also be listed on the UCF On-line Employment System for Staff and Administrative and Professional (A&P) positions or UCF Position Vacancy Announcement for Faculty positions. Normal recruitment procedures must be followed by completing the Recruitment Request Form for Staff and for A&P positions or the Position Vacancy Announcement Form for Faculty.

Department Name _____
Check Position Type ☐ Staff ☐ A&P ☐ Faculty
Contact Person _____ Phone No._____
Position Title_____ Position Number_____
Posting Date_____ Closing Date _____

Department/Project Name	**Department Number**	**Project Number**	**Ad Cost**
			$175.00

Your **email note** (faxes will not be accepted) with this form is an electronic authorization to transfer $175.00 from the above account to Human Resources for payment of this CareerBuilder Ad.

- Will the selected candidate manage others? ☐ Yes ☐ No
- Is travel required for this position? ☐ Negligible ☐ Up to 25%

☐ Up to 50% ☐ Road warrior

All information submitted on the Requisition (Staff and A&P) or Position Vacancy Announcement (Faculty) will be included in the Career Builder ad therefore, you may not submit additional information for your advertisement.