

Distribution	SUBJECT	Date
	EMPLOYMENT PROCEDURES CLASSIFIED AD PLACEMENT	01/07

PURPOSE: To publicly advertise an available or future vacant position.

WHEN ISSUED: **Ads to be placed in selected newspapers randomly throughout the year. Ads will also be placed at the request of the AM/DM, President or CEO.**

ISSUED BY: Human Resources Administrator

PROCEDURE:

1. HRA reviews prior ads from advertisement notebook for similar position.
2. HRA formulates draft copy of Classified Ad Request text for advertisement and notes newspapers for placement and cost choices:
 - A) Cost
 - B) Length of time ad will run
 - C) Content of final copy
3. HRA obtains approval for placement if necessary.
4. HRA places approved ad with newspaper.
5. HRA logs, files, and maintains copy of published classified ad in Advertisement Notebook.