



## JOB ADVERTISEMENT REQUEST INSTRUCTIONS

### COMPLETING THE FORM

- 1. Requested By:** Enter name of person requesting the advertisement.
- 2. Title:** Enter title of person requesting the advertisement.
- 3. Department:** Enter name of department making the request.
- 4. Phone:** Enter telephone number and email of contact person making the request.
- 5. Publication:** Select publication to post job vacancy.
- 6. Category (check one):** Select the appropriate job category based on the position description.
- 7. Position Title:** Indicate official/functional position title.
- 8. Position Number:** Enter 8-digit position number.
- 9. Run Date(s):** Indicate the dates on which the advertisement is to be placed in the chosen publication.
- 10. Suggested Advertisement Copy:** Attach a copy of suggested advertisement. Advertisement copy should agree with job description and any other posted advertisement for the position.
- 11. Account To Be Billed:** Enter the Division, Dept/Org Unit, Master Cost Center, Fund Number to be billed.
- 12. Mail Box #:** Enter the departmental box number.
- 13. Department Head's Signature:** Department Head must sign and date the completed form prior to submission to the OHR Talent Management.
- 14.** Send the form to OHR Talent Management by emailing the designated recruiter directly or [AskRecruitment@uams.edu](mailto:AskRecruitment@uams.edu).