Advertising for Non-Teaching Positions

All the following recruitment methods must be documented in a recruitment report. The hiring department is responsible for retaining all CV’s, applications, and responses from potential applicants for no less than 5 years and presented to the United States Department of Labor (USDOL), along with the recruitment report, in the event of an audit.

GA Department of Labor job order – HR will open a work order with the Georgia Department of Labor and notify them that this is a PERM posting and that the job order must be open for no less than 30 days. HR will provide the Office of Legal Affairs with proof that the position was advertised with the GDOL and will include the opening and closing dates of the posting. The hiring department will review all applications received from this source and evaluate each one.

Two Sunday advertisements in a local newspaper – Ads for the position must appear in two Sunday editions of a local newspaper. It is permissible for these ads to be in back to back Sunday editions. Each ad must allow for no less than 30 days for interested individuals to respond. The complete page containing each Sunday’s ad must be forwarded to the Office of Legal Affairs. DO NOT highlight or cut out the ad! The department will review all applications received from this source and evaluate each one. NOTE: Online advertisements cannot be substituted for print ads for this method.

GCSUJobs – The GC HR office will post the position on GCSUJobs. The job must be posted for no less than 30 days for faculty and clearinghouse positions. The department will review all applications received from this source and evaluate each one.

Other local paper advertisement – The ad may run for one day, any day of the week. The ad must allow 30 days for interested applicants to apply. The department must obtain proof of advertisement and can document this with the original complete full page of the paper containing the ad. DO NOT highlight or cut out the ad! The department will review all applications received from this source and evaluate each one. NOTE: Online advertisements cannot be substituted for print ads for this method.

Online advertisement with the Local Newspaper or Journal – This online advertisement can be placed concurrently with the local print ad. This does not need to run online for 30 days, however, it must allow no less than 30 days for interested applicants to apply. The department must provide a print
screen of the online advertisement showing the first and last date it appeared. This will suffice as proof of this type of advertisement. The department will review all applications received from this source and evaluate each one.

One other advertising venue – this can be an online job search site, radio or tv ad, private employment company, job fair, etc. HR and the Office of Legal Affairs, or the consulting attorney will determine the best venue depending on the case.

GC Human Resources and the Hiring Department:

Notice of Filing (posting) – After receiving the prevailing wage determination, The Department of Labor (DOL) requires the employer to post a notice of filing. This notice will be forwarded to the hiring department and HR by the Office of Legal Affairs. This notice will need to be posted in the employing department and Human Resources. The posting should be displayed in a conspicuous location, preferably where other required employment notices are located. The postings are to remain in place for 10 full business days, after which they should be removed, the beginning and ending dates noted, signed, dated and returned to the Office of Legal Affairs.