

Position Title:

Position number:

**ADVERTISING/RECRUITMENT INFORMATION & DOCUMENTATION :**

Evidence is required to demonstrate that efforts were made to recruit qualified candidates. Please provide the following documentation:

- § Attach copy of the Dean approved advertisement.
- § List of all advertising venues indicating start and end dates of each posting and type of posting (online or in print). Use table below.
- § For each advertising venue, attach the following documentation to confirm where , when and for how long the position was advertised.
  - § Copy of job posting as it was displayed online or in print, showing publication name and date ; if online, take screenshots showing the date on the first and last day of posting
  - § Invoices and receipts
  - § Any relevant communications (including emails) with venues
- § List any other recruitment activities (if applicable); e.g. job fairs or recruitment agencies. Use table below. Attach proof of any other recruitment activities (if applicable); e.g. invoices or service contracts with recruitment agencies

