

# UConn HEALTH

POLICY NUMBER 2002-01

November 16, 2015

## POLICY: EMPLOYMENT ADVERTISING

### POLICY STATEMENT:

- All employment related advertising must be compliant with Commission on Human Rights and Opportunities (CHRO), Equal Employment Opportunity Commission (EEOC), Office of Federal Contracts Compliance Program (OFCCP) requirements and UConn Health Office of Communications design standards. Human Resources Officers are available to assist with these requirements.
- Human Resources will coordinate all employment advertising for recruitment.
- Compliance, placement, and payment of advertising for departmental managed employment advertising (e.g., post doctoral fellows, graduate assistants) is the responsibility of department placing the ad.
- All employment advertising **must** include the following statement: *UConn Health is an Affirmative Action/equal opportunity employer M/F/V/PwD.*
- When using UConn Health logo, Office of Communications' design standards **must** be adhered to. Copies of UConn Health seals and signatures may be accessed at: <http://brand.uconn.edu/standards/wordmark-and-logos/> or through the Office of Communications.

### PROCEDURE:

#### Human Resources Managed Employment Advertising:

1. The hiring department forwards a copy of the proposed ad to the Human Resources Officer responsible for the search. Search number, placement preference, date(s), and preferred size of ad should be indicated.
2. Human Resources Officer reviews, revises as appropriate, and consults with department.
3. Human Resources Officer forwards approved ad to the contracted Advertising Agency.
4. Advertising Agency responds with quotes for the placements in journals, on websites and other options as requested.
5. Department reviews the ads and submits a transfer voucher for the payment to Human Resources prior to the ad being placed.
6. Human Resources notifies the agency that the ad is approved for publication.

**For any employment advertising outside of the above process, please contact the Purchasing Department.**

**Reference:**

CHRO guidelines  
EEOC guidelines  
OFCCP guidelines  
Department of Communications Standards  
Collective Bargaining contracts  
Purchasing Policies

Carolle Andrews (Signed)

11/17/15

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**Carolle Andrews**  
**Interim Vice President for Human Resources**

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**Date**

Andrew Agwunobi (Signed)

11/23/15

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**Andrew Agwunobi, M.D., M.B.A.**  
**Interim Executive Vice President for Health Affairs**

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**Date**

**New Policy: 2/1/02**  
Revised date: 10/11/11  
Reviewed without Revisions: 11/16/15