**Steps to Advertise a Vacant Position**

1. Complete Request to Advertise Form and appropriate Position Description (PD). If PD is more than three (3) years old, it is recommended the supervisor review and update. Departments should consult with the Budget Office or Sponsored Programs (depending on the funding source) first to ensure funding is secured.
2. Route documents through the appropriate approval channels.
3. Once the Office of Human Resources (HR) is in receipt of the approved Request to Advertise Form, an email notification will be sent to the name listed as the Position Officer on the request form. The Position Officer may log into iRattler and submit the draft announcement. The official working title must be used in the advertisement; however, if the department seeks to include a working title, contact HR prior to completing any paperwork. Once the draft announcement is submitted, HR will review and approve.
4. Positions must be advertised for a minimum of seven (7) calendar days. The hiring department will be responsible for placing advertisements for position vacancies in newspapers, trade magazines, periodicals and other media sources. The content of all advertisements shall be reviewed for compliance with applicable University regulations prior to appearing in any media sources by HR.

Forms can be accessed on our HR webpage by clicking the below link:

<http://www.famu.edu/index.cfm?hr&Forms>