To: UC Recruit Users

From: UC Recruit Support Team

Re: Using JobElephant and UC Recruit

With the upcoming 2018-19 recruitment cycle, we would like to remind departments about the option to use the services of JobElephant, an advertising agency which specializes in academic position recruitment advertising. The service may be used for Senate or Non-Senate searches.

Departments that use JobElephant may forgo the campus requirement of placing at least one print ad for each Senate faculty search (see Red Binder VII-4). If the selected finalist is a foreign national and requires labor certification, specific advertising evidence must be provided as part of required DOL documentation.

Please review detailed information from the June 5, 2017 announcement to campus available on the AP News and Announcements page: https://ap.ucsb.edu/news.and.announcements/memos/

Tips for using JobElephant with UC Recruit:

- JobElephant is not an Ad Source; departments are advised not to list JobElephant as an advertising venue.
- Please contact JobElephant prior to submitting your Search Plan to obtain deadline information, price quotes, and ad proofs.
- Advertising to be placed via JobElephant should be clearly identified in Planned Search and Recruitment Efforts within the draft Search Plan for review and approval.
- Print ad proofs provided by JobElephant should be uploaded within each Search Plan, under Advertisements > Ad Documents, for review by Search Plan approvers.
- Once the search plan is approved, the department may alert JobElephant to place ads as planned.
- Some divisions/colleges have opted to participate in a 2018-19 unlimited advertising subscription to HigherEdJobs.com. Please check with your control point for further information.
- JobElephant captures tearsheets on day 1 automatically; day 30 screenshots are by request. Departments may also capture their own screenshots or print to PDF for backup.
- If tearsheets needed at the Search Report stage appear to be missing from the online portal, departments should contact Andy Boom directly.

If you have questions about this message, please contact June Betancourt at x5728 or june.betancourt@ucsb.edu

If you have questions about setting up a JobElephant account or other matters, please contact Andy Boom of JobElephant, 800-311-0563 or andy@jobelephant.com

General UC Recruit inquiries may be directed to help@aait.ucsb.edu