



**Policy Title: *Web Advertising and Recruitment Mailing for position vacancies***

\_\_\_\_\_  
**AAARAD President**

**President Approval:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Policy Statement:** Advertisements are accepted for open employment positions when they conform to EEO standards. AAARAD does not verify the accuracy of claims made in advertisements and publication of an advertisement does not imply endorsement by AAARAD.

All postings on AAARAD Career Opportunities Web-site must be for bona fide open positions at a specific location. As such, AAARAD reserves the right to cancel any posting, or any contract with a company that submits a posting, with no refund of money, that in its sole determination violates this bona fide open position requirement. AAARAD may at any time—but are not obligated to do so in making a determination of bona fide positions—request documentation from the agency, or request written confirmation from the employer that they have given authorization to the agency to recruit for that position.

AAARAD shall have the right to approve or deny all advertising prior to publication on the website and/or emailing to the AAARAD membership.

AAARAD prohibits preferential or adverse discrimination on the basis of race, creed, color, gender, age, national or ethnic origin, sexual orientation, disability, or health status in all areas including, but not limited to, its qualifications for membership, rights of members, policies, programs, activities, and employment practices.

AAARAD is committed to promoting cultural diversity throughout the profession.

All postings to the AAARAD Career Opportunities are posted “open until filled” up to a 90-day maximum period.

**Related References:**

U.S. Equal Employment Opportunity Commission (EEOC)

<http://www.eeoc.gov>

### **Description of Procedures:**

- 1. Prospective employer or recruiter contacts the website coordinator for the AAARAD organization to post an advertisement for an open position.**
- 2. AAARAD website coordinator confirms the policy statement with prospective employer or recruiter.**
- 3. AAARAD website coordinator confirms the current price of \$250 for the ad posting, which also includes an email to all members that a new ad is posted on-line.**
  - a. Postings from member institutions not using a recruiter for their search will be free of charge.**
- 4. AAARAD website coordinator confirms that the ad will be posted until the position is filled or up to a maximum of 90-days.**
- 5. AAARAD website coordinator reviews advertisement content to ensure it meets the AAARAD policy.**
- 6. Once approved, the AAARAD website coordinator sends to web-master for posting Career Opportunities page on the AAARAD website.**
- 7. Then the AAARAD website coordinator works with the AAARAD Treasurer to create and send an invoice to the prospective employer.**
- 8. Once the ad is posted, the AAARAD website coordinator sends an email notification to the AAARAD membership notifying the membership that a new career opportunity ad posting has been posted.**

### **Responsibilities:**

**Recruiters and or prospective employers will contact the AAARAD website contact directly or indirectly through other AAARAD Board Members.**

**The AAARAD website contact will be responsible for:**

- 1) Confirming the policy statement**
- 2) Confirming the current price of \$250 for up to a 90-day period**
- 3) Review the content of the advertisement such that it meets AAARAD policies**
- 4) Send the advertisement copy to the web-master to be posted on the AAARAD website**
- 5) Send an invoice to the requester of the ad and copy the AAARAD Treasurer**
- 6) Send an email notification to the AAARAD membership once the ad is posted on the website**
- 7) Removing the advertisement from the Career Opportunities page after the maximum 90-day posting period or sooner if notified that the position has been filled**

**The AAARAD Treasurer is responsible for ensuring receipt of funds from the requester.**