

Instructions for Requesting Ads for Classified Vacancies

The following are instructions for placing “line” ads (in-column ads for a single vacancy) for classified vacancies. If you wish to run a “block” ad (includes multiple VCU vacancies), contact your HR Generalist. All ads placed in the *Richmond Times-Dispatch* are automatically placed in the *Richmond Free Press* at no extra charge to your department.

Step 1: Log on to eJobs at <https://www.vcujobs.com/hr> and click on the “Newspaper Ad Request Form” button.*

Step 2: Enter **position title**, **position number**, **department name**, **job duties**, and **qualifications**.

- Hint: You may wish to use the same content used to post the position on the Web Job Posting Form.
- Note: Costs for newspaper ads are based on the number of lines. If you need a quote, submit the ad and ask for a quote in the “comments” section.

Step 3: (A) List the **publication** in which to advertise the job vacancy. (For more than one publication, list the second publication as “Second Publication” and list any additional publications in the “Additional Comments or Other Publications” section.)

(B) Note the **section** within the classifieds in which to place the ad.

Classified advertising sections for the *Richmond Times-Dispatch*:

- 802: Accounting/Banking/Financial
- 810: Healthcare
- 811: Social Services/Mental Health
- 815: Computer & Related
- 820: General

(C) Note the key by which to **sort** the vacancy.

- The default option is “Alphabetical by Position Title.”
- Sometimes you may wish to list the vacancy alphabetically by a word other than the first word in the title. For example, if you are advertising for an Executive Secretary position, you may wish the key to be “secretary” rather than “executive.”

Step 4: List the **date(s)** to run the ad in most newspapers, including the *Richmond Times-Dispatch*. Click the “date-picker” to help you find the correct date.

- *Richmond Times-Dispatch*: Typically, ads run on Sundays.
- *Richmond Free Press*: Ads automatically run the following Thursday.

Step 5: Enter **Purchase Order** information to pay for the ad. Graystone Advertising Group will bill your department directly for the ad.

Step 6: Complete the **contact** information. Graystone Advertising Group will send the invoice to the billing address listed, along with a copy of the ad that ran.

Step 7: Click “**Submit Form**” button.

Deadlines for ads: All “line” ads must be submitted **by noon on Thursday**.

Note: VCU Human Resources may edit, as necessary, ad submissions. Your HR Generalist will notify you of any changes.

*You may use this process to request ads for hourly positions if VCU Human Resources is conducting the recruitment.