

External Advertisement Placement Process

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- On February 15, 2024, EVP & CAO Kim Lewis authorized departments to place external advertisements on behalf of their hiring unit.
- Why? To give departments autonomy to directly advertise their vacant positions and eliminate wait times to post jobs by the Talent Acquisition team. It also allows departments to take advantage of professional site memberships that provide discounted advertising rates.
- Procurement's approval is no longer required for external ads as the Talent Acquisition team in HRM is now charged to review and approval all external ads as well as all external advertising sites.
- For instances where a supplier uses a pre-printed advertisement agreement that requires signature, the Department is required to route the agreement to





External Advertising Process (Continued)

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HRM Website Announcement

