



**Human Resources Development
And Personnel Services**

CATEGORICAL ADVERTISING REQUEST FORM

This form is designed for Managers with an open Categorical position to notify the Personnel Office when and where they prefer position(s) advertised. Return this form to the Personnel Office no later than the **Tuesday** prior to the weekend the position is to be advertised.

Position:

Budget Code(s) and Funding:

Desired Publications, List Serves and Run Dates: Ads are normally run, Sunday through Wednesday or Sundays only, some publications have Saturday only run dates.

Ad Language: Please include specific language you require in the ad. YCCD standard ads include: **Position, Location, Salary and Final Filing Date.**

I understand the cost of the ad will be charged to the categorical budget code listed above. Transfers will be processed by the Human Resources Office Staff bi-annual.

Hiring Manager Name

Date

Hiring Manager Title