

JobElephant

Questions & Answers:

Q: What is JobElephant?

A: Company Profile (from JobElephant.com): “Founded in 2000, JobElephant is a full-service advertising agency specializing in recruitment (job posting) advertising. We are recognized worldwide by a variety of print and digital media outlets as an authorized agent for employment advertising. As a leader in the recruitment advertising space, our clients span the public and private sectors, including Fortune 500 conglomerates, small non-profit organizations, and many of the most prestigious colleges and universities in America. JobElephant has gone from processing hundreds of ads per month to hundreds of ads per hour over the course of our 17+ years.”

Q: Does our department need to process a contract through campus Business and Financial Services in order to use JobElephant services?

A: An existing system-wide agreement is in place with University of California Office of the President, so there is no need for your department to process an agreement through BFS Contracts and Property.

Q: How does our department get started with JobElephant?

A: Contact information for Andy Boom, our JobElephant campus representative, is attached to this announcement. Each department must contact Andy directly in order to set up a department account.

Q: Are departments required to use JobElephant?

A: No. The use of JobElephant is optional but is strongly recommended as a way of controlling faculty recruitment costs by eliminating the need for print ads, ensuring that ad evidences are captured in a timely fashion, and as a way for departments to save staff time and ease workload associated with ad placement and invoicing.

Q: With the loosening of the campus print ad requirement, does that mean that the department no longer needs to collect proof of advertising for Senate faculty searches?

A: No, Department of Labor documentation requirements are separate from campus requirements. Departments are encouraged to consult with Office of International Students and Scholars at the start of a faculty recruitment.

Q: Will JobElephant collect proof of the advertising that the department chooses to place directly?

A: If a department opts not to use JobElephant, it accepts full responsibility for independently collecting and recording proof of advertising, as has been the case in years past.

Q: Can our department use JobElephant for our Non-Senate faculty recruitments and for our Research titles searches?

A: JobElephant can work with any academic position advertising.

Q: How does the department incorporate JobElephant within UC Recruit? Do we submit a Search Plan before or after we consult with JobElephant?

A: Once you are aware that you need to recruit to fill a position, reach out to JobElephant with information about the position and they will work with you to formulate an advertising plan. Discuss your needs with the representative and he will obtain information on pricing, deadlines and will provide ad proofs. He will also make recommendations for outreach and diversity sources based upon the discipline. You will then have the information that you need to enter into the Advertisements section of your Search Plan. Once your Search Plan has been fully approved in UC Recruit, you will advise JobElephant that they may post the advertising. As part of the service, they will also provide your department tear sheets (ad evidences).

Q: What if JobElephant comes up with a plan that the department prefers not to follow?

A: The advertising plan is client-driven. Departments do not relinquish control of their advertising plans.

Q: Does JobElephant also send outreach emails to listservs or associations on the department's behalf if those activities are part of the Search Plan's advertising and outreach efforts?

A: No, departments are responsible for completing their targeted outreach efforts.

Q: Our department has no budget for advertising for a temporary Unit 18 lecturer. Will JobElephant still place our ads?

A: Yes. JobElephant will post any free ads at no charge as an added client service. Since they track ad clicks, they benefit from the data which they collect, even on free ads.

Q: Does a Search Plan still have to go through UCSB's Office of Equal Opportunity and Discrimination Prevention (EODP) review if JobElephant has provided targeted diversity advertising venues?

A: Yes. UC Recruit approval workflows are not affected by the use of JobElephant. In fact, departments and search committees are encouraged to schedule EODP diversity briefings to review outreach and advertising guidelines.

Q: Our department still wants to place a print ad for our Senate faculty recruitments. Can we do so, and if so, will JobElephant post the advertising for us?

A: Yes, JobElephant can place advertising in any electronic or print media. If your department wishes to continue to place print ads, we recommend that you work with JobElephant to identify the venues that offer the most return on investment.