

WHITMAN COUNTY

ADVERTISEMENT REQUEST AGREEMENT

Date:	Job Closing Date:	Department:
BOCC Approval Date:		Job Title:
SELECTED ADVERTISING OPTIONS:		
All ads are placed on Whitman County website and WorkSource WA. HR will strive to meet the preferred dates for ads, but delays may occur due to timing of request, work capacity, and vendor response.		
Email to All County Employees?	Yes ____ No ____	Internal emails for non-represented position openings are optional. Those positions covered by collective bargaining agreements are distributed internally in accordance with the corresponding contract.
NEWS PAPERS		
Daily News Tuesday-Saturday	Dates:	
Lewiston Tribune Tuesday-Sunday	Dates:	
Gazette Thursday (Can also post in Daily Bulletin)	Dates:	
Spokesman** Sunday-Friday Or Digital Postings	Dates:	
Other** Name of Paper:	Dates:	
OTHER POSTING OPTIONS		
Internet** Indeed, careers.com, monster.com, craigslist, WSAC, AWC, Courthouse Journal, governmentjobs.com, govtjobs.com, Prothman, Zip recruiter, etc.	Sites:	Dates:
Professional associations, journals, Universities, or other schools, direct email selections**	Locations:	Dates:

** Indicates credit card may be required to place ad. Invoices for each ad will be sent to the department for payment.

Whitman County is an Equal Employment Opportunity Employer.

By placing my name below, I authorize Human Resources to place the advertisements listed above and acknowledge fees associated with those ads may occur.

Authorized By: _____ Date: _____