

Star Advertiser Guidelines
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Updated: 04/26/11

Workatuh Public Site: workatuh.hawaii.edu
Personnel/Administrator Officer Site: <https://www.pers.hawaii.edu/wuhadm/login.aspx>

The following is a list of editing guidelines and reminders about the weekly University vacancy announcement in the Star Advertiser.

1. Standard Formatting Rules for printing in the Sunday Star Advertiser

It is important that the University puts it's "best face" publicly and it can start with following the consistent editing rules as indicated below whenever possible (eg., doesn't exceed the 5 line block)

The newspaper ads should be a lead-in for prospective applicants to want to know more about a position. Just indicating Professor (without a discipline) sometimes doesn't give enough tickler information for an applicant to be interested in viewing the ad at the workatuh web site.

Editing rules:

- a. Use Uppercase/Lowercase (never ALL capitals) eg., Junior Researcher
exceptions - CC instead of Community College, closes instead of Closes
- b. No leading zeroes in the position number (eg., #77020)
- c. APTs should be formatted as CareerGroup Band (Function) with parenthesis around functional title
eg. Media Design and Production PBB (Graphic Designer)
- d. Discipline (if it would clarify the ad) placed in parenthesis
eg. Assistant Professor (Linguistics)
- e. Faculty does not have to indicate grade (eg., I5M09) - optional
- f. Phone number should be in the format xxx-xxx-xxxx (no parenthesis)
- g. Closing date should be in the format mm/dd/yy
- h. No punctuation on the end of the ad (no periods, semi-colons, commas, etc.) after the phone number
- i. Use "closes" instead of "closing Date" or "closing"
- j. Use "Readvertised" instead of "Readv"
- h. Lecturer, Post-Docs and Grad Assts should be placed in the "Other Position" category.
- i. For Community College, suffix the job title with "CC" (eg., Instructor, CC)

Examples of Standard format as follows:

FACULTY:

Assistant or Associate Professor (Bioinformation), UHM School of Medicine, Kaka'ako Campus, #86862, closes 02/01/08, 808-956-7798

Junior Researcher (Bioinformation), UHM School of Medicine, Kaka'ako Campus, #86862, continuous recruitment, 808-956-7798

Assistant or Associate Professor (Bioinformation), UHM School of Medicine, Kaka'ako Campus, #86862 or #86863 (2 posns), continuous recruitment, 808-956-7798

Assistant or Associate Professor - Readvertisement, UHM School of Social Work, #86862 or #86863 (2 posns), continuous recruitment, 808-956-7798

Instructor, CC, (Mathmatics), Kapi'olani Community College, #86862, continuous recruitment, 808-956-7798

PROFESSIONAL AND TECHINCAL (APT):

Institutional Support PBA (Personnel Officer), UHM, Institute of Astronomy, Manoa; #77844T, temporary, closes 02/01/08, 808-956-7798

Institutional Support PBA or PBB (Personnel Officer), UHM, Institute of Astronomy, Manoa; #77844T or #77845T (2 posns), temp, closes 02/01/08, 808-956-7798

Institutional Support PBA (Personnel Officer) - Readvertisement, UHM, Institute of Astronomy, Manoa; #77844T or #77845T (2 posns), temp, closes 02/01/08, 808-956-7798

1. Correct ads prior to the Wednesday, noon deadline to the Star Advertiser

Contact the HRIS hotline. Verify that the newspaper ad meets the above specifications before the Wednesday noon deadline.

2. Submission Deadline

At noon on Wednesday, the ads are sent to the Star Advertiser. This deadline may change earlier if there is a holiday. Change in deadline notifications will be sent on the UHSYS listserv.

Any changes after the submission deadline must be called to the HRIS hotline. Changing the web alone WILL NOT change the Star Bulletin ad as the data has already been sent to the Star Bulletin. Those changes will have to be made directly on the draft copy from the Star Bulletin and that can only be done by calling the HRIS hotline.

3. Corrections after the submission deadline

Call the HRIS hotline. Ensure that you get a confirmation that your change has been received. If you do not get a confirmation, call the HRIS hotline again. Do not assume that your change was received because you left a voice mail or sent an email. Only a confirmation ensures that your change was received.

4. Late Submissions

If you miss the noon deadline, send the ad that you wanted printed in the Star Advertiser to Steve Yamada <syamada@Hawaii.edu> along with the associated accounting information. The ad may be included as long as it has not been finalized with the Star Advertiser. This late submission ad will not be printed in the draft Star Advertiser ad.

Check the following week to ensure that your ad doesn't reprint by mistake.

5. Costs

Ads are charged in increments \$71 for a block of 5 lines. A 6-10 line ad will cost you \$142 (2 blocks of 5 lines).

6. Save money on similiar ads in the same week

If you have 2 exact ads with only a change in the position number, you can save money by combining the 2 ads into 1 ad but indicating both position numbers in that single ad. Ensure that you uncheck the "include this job in print advertisements" box for one of the ads.

7. The final published ad will be loaded by Friday afternoon on the OHR web site in the HR documents / New and General / New Documents Section.