



THE UNIVERSITY OF
TENNESSEE
KNOXVILLE

Requesting Advertisement Quotes

1. Department submits Advertising Request to HR Recruitment.
 - a. Submit Requests to: hremployment@utk.edu
 - b. What to Include:
 - i. Position & Link
 - ii. Sites you desire the Ad to be posted on
 - iii. Cost Center to be charged for posting (E01*****)
 - iv. Department Contact for Billing
 - c. NOTE: All positions that are posted to the UTK Site are automatically listed on the following sites:
 - ✓ [Indeed](#)
 - ✓ [LinkedIn](#)
 - ✓ [Diversity Jobs](#)
 - ✓ [Higher Ed Jobs](#)
 - ✓ [Inside Higher Ed](#)

[Please contact your RBP for guidance on additional sites for posting.](#)

2. HR submits the request to our Advertising Contractor – Graystone Advertising via email.
3. Graystone will reply with a quote amount for the specific requested site(s).
4. HR shares the quote via email with the requesting Department Contact.
*HR **MUST** receive written communication confirming if the Department wishes to proceed with the request and consents to the quoted charges.*
5. HR submits the decision to Graystone.
 - a. HR will receive a notification that the advertisement is being processed to post. HR will share this notification with the Department Contact and copy the RBP.
 - b. *HR does **not** receive notification that it is successfully posted.*
6. Shannon Bruce will connect with the designated contact for billing once HR receives the invoice.

updated 11/2022

Human Resources – Recruitment
105 Student Services Building, Knoxville, TN 37996-0213
865-974-6642 hr.utk.edu