



Copies of all ads as they appeared in publication and proof of the dates they were run (i.e. invoices) MUST be retained and submitted to the VPAC office along with this form once recruitment is completed. If an ad has been posted on line, please be sure that the URL is clearly visible in the screenshot. If copies of the advertisement or proof of the dates posted are not available, please attach a memo outlining why.

Academic Unit: Request to Recruit #:

Table with 4 columns: NAME OF PUBLICATION, MEDIA TYPE, DATES POSTED* (From, To). Multiple empty rows for data entry.

*If advertised via listserv, please give date email went out