

**From:** [Silverman, Celestine](#)  
**To:** ["SRBA-CENTRALADMIN-L@LISTS.UPENN.EDU"; SRBA-SCHOOLCENTER-L@LISTS.UPENN.EDU](#)  
**Cc:** [Torsella Harris, Nicole](#)  
**Subject:** Job Advertising Update and information n Fall Term Hiring  
**Date:** Tuesday, October 12, 2021 11:40:00 AM  
**Attachments:** [image001.gif](#)

---

***The following correspondence is being sent on behalf of Nicole Torsella Harris in the HR department:***

### **Job Advertising Update Email**

**Send Date:** October 2021

**To:** HRA, HR Council, Senior BAs, Hiring Officers

**From:** Talent Acquisitions

**Subject:** Penn Increases Ad Access to Reach Diverse Candidates

As part of Penn's ongoing effort to attract a diverse and talented applicant pool, Talent Acquisitions is pleased to announce that the University has partnered with [JobElephant](#) to expand recruitment advertising at an array of online publications.

JobElephant already has automation in place to pull all [newly posted jobs](#) in Penn's Workday system and post them to [Inside Higher Ed](#) (IHE), [Diverse Issues in Higher Education](#), and [Indeed.com \(free/organic\)](#).

Going forward, JobElephant is also administering Penn's job advertising subscriptions with the following publications and services:

- [BlacksInHigherEd.com](#)
- [DiverseEducation.com](#)
- [TheHBCUCareerCenter.com](#)
- [HigherEdJobs.com](#)
- [HispanicsinHigherEd.com](#)
- [Women in Higher Education \(www.wihe.com\)](#)

Visit Penn's [JobElephant webpage](#) to set up your portal if you have not already done so. The page includes instructions on how to work with JobElephant to leverage their automation to post your job to these sites listed above or other discipline-specific sites. In addition to one-stop shopping for your advertising needs, JobElephant can provide recommendations for more media outlets and analytics to help you evaluate the effectiveness of your advertising.

For more information, please contact [recruitment@hr.upenn.edu](mailto:recruitment@hr.upenn.edu).

Regards,

Division of Human Resources

### **Complete Fall Term Hiring Before December 6**

With the end of the fall term approaching, managers should be aware that hiring candidates well in advance of Special Winter Vacation makes onboarding more efficient. To prevent lags in the process, the Division of Human Resources has established Monday, December 6, 2021 as the last day to start employment with the University for calendar year 2021. Keep this date in mind to make sure your new staff members' first days go as smoothly as possible.

If you have any questions about the hiring timeline, feel free to [contact your school or center Recruiter](#).

Nicole Torsella Harris, SPHR

Director, Talent Acquisition and Executive Recruitment  
University of Pennsylvania  
215-898-6050 Office | 215-439-0742 Mobile  
she/her/hers

