

Frequently Asked Questions Recruitment Advertising Plans



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Q: What is the cost of a standard plan?

Districts are invoiced only for the external site fees included in the selected plan.

For example, if a plan includes LinkedIn, you will be responsible for covering the posting fee, including applicable taxes.

Q: What is the cost of a custom plan?

In addition to external site fees, a \$50.00 administrative fee applies to all custom plans.

Q: Can I substitute/remove sites in a standard plan?

Yes. Districts may request substitutions or the removal of sites at no additional cost.

Q: Can I add sites to a standard plan?

Yes. Districts may add up to five additional sites for a \$50.00 fee.

Q: What if there is no standard plan for the position I want to advertise?

We can create a custom plan tailored to your specific needs. Custom plans can include up to 15 sites, developed in consultation with Make a Future.

Q: How long will it take for me to receive a custom plan?

Custom plans are typically provided within two to three business days.

Q: Do we need to approve custom plans before they are posted?

Yes. Approval is required before we proceed with posting to any free or paid sites.

Q: How long does it take for a plan to be posted?

Requests are processed in the order received. Once approved, standard and custom plans are typically posted within one to five business days, depending on volume.

For time-sensitive postings, please submit your request well in advance. We will do our best to accommodate an urgent request.

Q: How can I check the status of my ad plan request?

For updates, please contact Victoria Krivtchoun at victoriak@makeafuture.ca.

Q: Are there any restrictions on the types of positions that can be advertised?

All K-12 education positions may be advertised, provided they comply with our general advertising policies and standards.

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Q: What if there's an issue with how my posting appears on external sites?

If you notice any display errors, please contact us immediately so we can resolve the issue promptly.

Q: Will more Standard Ad Plans be added?

Yes. We review custom ad plan trends on a bi-annual basis to assess whether additional standard plans should be developed.

Q: How long should my posting remain open?

We highly advise that postings are open on Make a Future for a minimum of two weeks from the time the ad plan is distributed to get the most out of this service.

Q: Can I update a posting after it's been shared?

Please submit the final version of your posting. Edits made after distribution may not be reflected across all external sites until subsequent requests are processed.

Q: Can a posting be removed early if the job is filled?

Early removal requests are processed after active plan requests. Some job boards may not allow early removal. Please also remember to close the posting on Make a Future when filled.

Q: When will my district receive an invoice?

Invoices are typically issued two to three months after the ad plan is posted.

Have another question?

For further assistance, please contact Victoria Krivtchoun at victoriak@makeafuture.ca.