

Faculty / Staff Classifieds

FROM THE OFFICE OF HUMAN RESOURCES

COMMUNICATIONS BRIEF FOR LEADERS - AUGUST 27, 2013

INTRODUCTION AND BACKGROUND

The University of Notre Dame enjoys a strong sense of community and welcomes opportunities to strengthen that community. In response to an employee suggestion submitted to the University's Bright Ideas website and developed as part of a Leading with Impact team project, the University has created the **Faculty-Staff Classifieds** – a virtual marketplace where users may sell or share items with fellow members of the Notre Dame community. Students have enjoyed a successful online classifieds site for some time, and the Offices of Human Resources and Information Technology have collaborated to bring similar opportunities to faculty and staff.

The Notre Dame **Faculty-Staff Classifieds** will be available on InsideND beginning **Thursday, August 29, 2013**.

ABOUT THE FACULTY-STAFF CLASSIFIEDS

This virtual marketplace, an internal website accessible only with a NetID login, will allow Notre Dame faculty and staff to sell, share, or swap such items as vehicles, furniture, athletic tickets, and more.

The site is similar in scope to Craigslist.com or traditional newspaper classifieds with the added convenience of a limited, University-only audience. The University will not manage transactions; rather, the University will simply provide a forum whereby buyers and sellers may manage their own transactions.

TIMELINE

The **Faculty-Staff Classifieds** site is scheduled to “go live” on or about **Thursday, August 29, 2013**. An email announcement to all ND faculty and staff will be distributed on that date.

FAQS

What items may be traded? Sellers may list any item in any of the following pre-established categories: Automobiles, Clothing, Furniture, Housing, Services, Sporting Goods, Tickets, and Miscellaneous. Categories may be added or removed as future utilization warrants.

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What items may not be traded? The site reiterates the University's policy against the sale of ND athletics tickets at greater than face value and provides a link to the ND ticket resale policy. The guidelines posted on the site also expressly restrict the promotion of personal business and the marketing of firearms or sexually explicit items.

How long may items be listed? Sellers may log in to remove items at any time and are reminded to do so once the item is sold.

How do I access the site? The main point of access will be InsideND. The actual URL for the site is <https://sharepoint.nd.edu/evp/hr/FacStaffClassifieds/>. A “Faculty-Staff Classifieds” link to this URL will be posted on InsideND and in other University web channels such as hr.nd.edu. Because the site utilizes the University's SharePoint system, the site performs best when accessed with the Internet Explorer browser. Off-campus access requires a VPN connection. See <http://oithelp.nd.edu/networking/vpn/> for assistance.

ADDITIONAL CONSIDERATIONS

To post items for sale, sellers must acknowledge adherence to the University's Responsible Use of Information Technology Resources Policy. All users are also reminded that the University expressly disclaims any warranty concerning the items offered on the site.

MORE INFORMATION

For more information, please contact the Program Owner below, or call *askHR* at 631-5900.

CONTACT INFORMATION:

Office of Human Resources: 631-5900 | askHR@nd.edu
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