



## **Career Posting Policies and Guidelines**

- Job Posting Fee:** \$150.00
- Heading:** The job posting should begin with the job title as the heading.
- Contact information:** Make sure you consider the following contact information for inclusion at the end of your posting
- Name of contact person
  - Name of organization
  - Address
  - Phone
  - Fax
  - Email
- Format Jobs:** Postings should be attached to an email message as a Microsoft Word (.doc) or standard text (.txt) document or submitted within the body of the email message. All job postings are in text format only, graphic images cannot accompany job postings.
- Posting Size:** Please limit the size of your job posting to one or two paragraphs or approximately 200 words.
- Length of Term:** Each job posting is automatically removed 90 days from date of posting unless we receive an email message or faxed letter requesting us to extend it. Please notify us as soon as the position has been filled so that we can remove it from the Website.
- Communications:** All communications regarding job postings or changes to job postings must be in writing, by email.
- Contact Us:** To take advantage of this service, please send your job posting to the ISPN office at [info@ispn-psych.org](mailto:info@ispn-psych.org) or call us for more information at 608-443-2463 x148.

\* Please allow 2–3 business days from date of receipt for your job posting to be posted on the ISPN website.