



Policies

Chapter: X - Operations

Section: TBD

Subject: Job Posting Policy

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I. Policy Statement

All companies are invited to post their openings at PMI-OC website.

II. Purpose

In order to offer a consistent look, they are required to follow these standards:

III. Guidelines

- 3.1 Expiration date
All jobs can be displayed for a maximum of **60 days** only
- 3.2 Font
Font is to be in Arial
- 3.3 Font size
Font size should be 12
- 3.4 Be clean of formatting jargon
 - 3.4.1 A lot of postings are copied from other source documents, such as Microsoft Word documents, and pasted to the website. Sometimes, unwanted formatting jargon is carried over, making it hard for applicants to read the postings.
 - 3.4.2 We recommend that all information is copied to a text editor, such as Notepad, first prior to pasting it. This will ensure the removal of these unwanted formats.
- 3.5 Failure to comply
Failure to follow the above will result in the job postings to remain unpublished