

	<b>The Association of Contingency Planners</b>	Number	2003-09
		Approved	Orig:6/11/03 Rev: 2/4/08
	POLICY and PROCEDURE NAME <b>Job Postings on Corporate and Chapter Websites</b>	Revised	Feb 2008

Abridged from original by ACP Washington DC Director of Information

## I. PURPOSE

The purpose of this policy and procedure is to formalize the process and requirements for posting job openings on ACP corporate and chapter websites.

## II. SCOPE

This set of documented procedures applies to all ACP websites.

## III. POLICY STATEMENT

Providing access to industry related job postings is considered a membership benefit. Job postings posted on the website should be current, open, and relevant to ACP members. Sources of job postings may include members, individual companies, or placement agencies. The job posting must comply with the specifications known as the ACP Job Posting Standard (Section VI.D.) in order to be posted on any ACP website.

## IV. PROCEDURE

Position openings from members, individual companies, and placement agencies may be posted on the ACP websites at the discretion of the ACP Corporate Board of Directors, Chapter Executive Committee, and/or Chapter Information or Website Directors when that authority has been delegated by the Chapter Executive Committee.

### A. Member, Individual Company or Placement Agency

1. Must comply with the ACP Job Posting Standard (Section VI.D.).
2. Must notify the ACP Director of Information when a posted position has been filled, changed, or deleted.

### B. ACP Job Posting Standard

This standard is designed to minimize the questions directed to Corporate and Chapter Information Directors and establish a consistent standard to educate individuals companies and placement agencies for all job postings.

1. A member, individual company, or placement agency that requests a job posting to be posted on an ACP website must prepare a Word document or Adobe .pdf file for the job posting and send the file to the ACP Director of Information electronically.

2. In order to ensure that all of the appropriate information is provided for the posting, a job posting request will not be honored if the information is presented in an email message or conveyed by telephone.
3. The job posting document must include the following:
  - a. Job Title
  - b. Work Location (i.e., city)
  - c. Responsibilities
  - d. Requirements/Qualifications
  - e. How to apply
  - f. Contact information for additional information
4. The member, individual company, or placement agency requesting the job posting must notify the ACP Director of Information when a posted position has been filled or withdrawn.
5. The job posting will remain on the website for three (3) months. At the discretion of the ACP Information Director, the job posting may remain beyond the three (3) month period if the requester of the job posting either contacts the ACP Director of Information or is contacted to ensure the job is still a viable opportunity.
6. ACP reserves the right to refuse to post any job opening and to terminate support to non-cooperating individual companies or placement agencies.