

# MVSHRM Posting Policy and Procedures

Rev. 1 - Issue Date: **February 17, 2017**

**MVSHRM Website is designed to provide a centralized location for Human Resources related information to support the human resources business community. Please see the policy below:**

- MVSHRM website postings and email solicitation requests are limited to Human Resource related information (ex: job postings, meeting announcements, seminars, workshops) only.
- Job Postings is a **FREE** Service to Members of MVSHRM. (A **\$100** will be charged for non-members and at the same time they will be sent a membership application)
- Postings/email solicitation requests should be submitted on the MVSHRM website at [www.mvshrm.org](http://www.mvshrm.org) OR to the Chapter Administer @ [info@mvshrm.org](mailto:info@mvshrm.org).
- All postings/solicitations should be submitted in the exact format that it will be displayed. Before you submit a posting, please verify all the information is accurate and correct. The accuracy is the responsibility of the business/organization posting the information.
- All postings will be active on the website for up to a period of ninety (90) days unless notified to remove or change the posting.
- Due to the high volume of requests, postings/solicitations will be posted to the website to the appropriate webpage and will be sent out in an email blast a minimum of **once** with a link to the website.
- The business/organization must be identified in all postings/solicitations unless organizations want job openings to be confidential. All information regarding a posting/solicitation is subject to verification. Any misrepresentation of a position or other information posted or emailed will result in the immediate removal of the posting/solicitation and the business/organization will be denied from using the MVSHRM website.
- MVSHRM will not be responsible for errors submitted. The postings/solicitation contents are not reviewed by board members.
- The MVSHRM President is authorized to waive any portion of this policy for an individual posting.

*MVSHRM reserves the right to reuse and/or remove a posting at any time for any reason deemed by the MVSHRM board.*