**THE PURPOSE OF THIS POLICY**

Offering relevant opportunities related to project management and business analyst professions as a value to our membership at the chapter meetings.

**EXECUTIVE BOARD MEMBER RESPONSIBLE FOR THIS POLICY**

VP Governance and Policy.

**THIS POLICY APPLIES TO:**

VP Professional Development, VP Technology and Job posting employers

**POLICY WORDING:**

1. Job offers will be shared at chapter meetings.
2. Only jobs related to project management / business analysis are allowed.
3. The employer shall be responsible for the accuracy, and completeness of any job postings that are placed at the chapter meetings.
4. Job posting employers should present their job offerings to be reviewed by VP Prof. Development team and added to the presentation slide deck at a chapter meeting selected. A board member will mention the job offerings at the Chapter meeting.
5. Our PMI Madison South Central Wisconsin chapter assumes no responsibility or liability for any personnel selected by the employer and the employer agrees that any selection, retention or hire of any individual or entity is based solely on their investigation, verification and determination that such hire is suitable for their company's purposes.
6. The employer agrees to hold harmless PMI Madison South Central Wisconsin chapter from any claims, damages or losses incurred by the employer, their company or any other party.
7. Our Chapter reserves the right to refuse or remove job posting(s) if they appear fraudulent or contain questionable content. Contents that are not in the interest of the chapter business, not complying with local State laws or PMI global.
8. Only employers which adhere to state and federal guidelines regarding equal opportunity hiring policies will be permitted to offer jobs at our chapter meetings.
9. The following information is required to post a project management or business analyst job opportunity.
	1. Submitter's Name
	2. Company Name
	3. PMI ID # (if member)
	4. E-mail address
	5. Company address
	6. Job Position/Title
	7. Brief Job Description (50 words or less)
	8. Job Location
	9. Job Salary Range (optional)
	10. Contact Information (Name, address, e-mail, telephone number)
10. Job listings will not be offered on our website

This policy was approved by majority Board vote on **11/10/2016**;

**Revision History:**

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| Date | Modifications |
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