



**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 **30 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Failure to follow the above will result in the job postings to remain unpublished