

## Wisconsin State Council - SHRM Job Posting Policy and Invoice

The Job Posting page on the Wisconsin State Council web site has been established to attract candidates for your open Human Resources positions. The intent of providing this service is to facilitate the continuing development of the Human Resources community throughout the State of Wisconsin.

**Please read the following policies and conditions and return with signature.**

**This form must be returned before your position will be added to the Job Posting page.**

- Positions will be posted within three (3) business days of receipt of this signed form. Signed form can be returned by fax or as email attachment.
- **No invoice will be sent for the posting. Please use this signed policy as your invoice.**
- Credit cards are not accepted.
- Posting must be sent in an electronic format from the WISHRM webpage or by email to [wishrm@morgandata.com](mailto:wishrm@morgandata.com). Faxed or hand written postings will be returned.
- Postings must represent actual current job openings.
- Positions will be retained online for a period of (30) days unless you inform the Job Network Coordinator that the position has been filled.
- The information you submit for the job posting will be entered as submitted unless our Job Network Coordinator identifies an error. The WI SHRM Job Bank is for Human Resources positions only as determined by the Job Network Coordinator. Your check will be returned if your position posting is rejected.
- It is preferred that the employer should always be identified. Position posting confidentiality cannot always be maintained. All information regarding a job posting is subject to verification.
- Any misrepresentation of a position posted and/or the employer will result in immediate removal of the posting and will disqualify the individual/employer from further participation in the posting service

### **Fees**

- \$100 per job - Local Wisconsin SHRM Chapter Member (must be affiliated with a local Wisconsin SHRM Chapter - this will be verified)
- \$200 per job - Everyone else

**To receive the Local Wisconsin SHRM Chapter Member posting rate of \$100, please indicate the local SHRM chapter to which you are a member (this will be verified).** \_\_\_\_\_

**AMOUNT DUE:** \_\_\_\_\_  
Please enter here the amount to be paid (\$100 or \$200).

Please direct payments, correspondence and questions to:

**Wisconsin State Council- SHRM Job Board,  
2830 Agriculture Drive, Madison, WI 53718  
Phone 608-204-9827, Fax 608-204-9818, Email [wishrm@morgandata.com](mailto:wishrm@morgandata.com).**

### **Agreement**

Name: \_\_\_\_\_ Company: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Job Title of position to be posted: \_\_\_\_\_

I agree to the posting policy documented above. I agree to pay the amount listed above and have submitted the posting fee for payment.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_