



## IPA JOB POSTING GUIDELINES FOR ADS ON IPA WEBSITE

*IPA reserves the right to refuse any job posting. Jobs listed on the IPA website are at the sole discretion of IPA.*

### ▪ **Process to list a job**

Please submit a Word or PDF document with your complete job listing / ad to [accounting@ipafmt.com](mailto:accounting@ipafmt.com). Be sure to include the information listed below. Once the file has been received and approved, your job post will be uploaded to the IPA website. An email will be sent from [invoice@authorize.net](mailto:invoice@authorize.net) that contains a link to pay your fees. Your job post will be removed if payment is not received within 3 business days.

### ▪ **Job Title for Job Listing Link**

Please provide a clear descriptive title for the job you are offering. This title will be used as the text that links to your full job post. Check out the current listing for ideas on how to make your title stand out.

### ▪ **Job Description**

Please provide a clearly stated summary of the job being offered, including all information that qualified candidates need to know. Include details about your company that are relevant for a candidate. Important information to provide includes:

- Directions on how to apply.
- Whether position is full-time, part-time, contract, or temporary. If contract or temporary estimate numbers of hours per week.
- A link of your company's website so that prospective candidates can research you, your credentials and your program.
- Position description.
- Is an IPA Residency possible?
- Is applicant required to be a CFMT or have a plan to become certified?
- Details that make your position unique.
- Your patient treatment philosophies, length of appointments, and volume expectations.
- Position benefits.
- Position location and schedule.
- Growth opportunities.

### ▪ **Wages and Benefits**

Candidates appreciate a wage range in the position listing. Whether you divulge potential earnings in the listing or not, you should include your compensation structure to let applicants know if it is a salaried position, paid by the patient, or some other form of compensation structure. State a salary benefits package, if one is offered; including health insurance, vacation, 401K or other benefits. Include any other company benefits offered, such as continuing education, certification mentoring or financial support, residency, etc.

### ▪ **Please include your Logo**

A logo on the form you submit helps candidates identify your organization. Logos also help market your company and keep our listings clean and consistent. Thank you!

### ▪ **Fees and Duration**

There is a \$25 set-up fee each time we upload a job opening. The monthly listing fee is \$50 per month.