



## IPA WEBSITE JOB POSTING GUIDELINES

### ▪ **Job Title**

Please provide a clearly descriptive title for the job you are offering.

### ▪ **Job Description**

Please provide a clearly stated 1-page summary of the job being offered, including all information that qualified candidates need to know, as well as any other details about the position or your company that you think are relevant for a candidate to know to enable accurate applicant self-selection. Important information to provide includes:

- Whether position is full-time, part-time, or temporary
- Directions on how to apply.
- 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**

IPA Job listing fees are \$50.00 per month. Please submit a 1-page Word or PDF document with the above job listing information to [accounting@ipafmt.com](mailto:accounting@ipafmt.com), then contact IPA to provide payment for the job listing. The listing will be uploaded to IPA's website immediately, and will be available online for 30 days.

Please notify IPA as soon as your position is filled, so that our job listings can be kept current at all times. If you have not filled your position within 30 days, IPA will contact you to confirm your desire to keep the listing online for an additional month, at the \$50 per month listing rate. If we do not receive your confirmation, the job listing will be removed from the IPA website.

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