



GVHRA Job Posting

GVHRA is offering a "Job Posting" page on the GVHRA website as part of your membership services. If you have a job announcement you would like posted on the GVHRA Website, please following the procedures listed below. The GVHRA Board Members will evaluate the Job Posting Service periodically and may alter the procedures or service, if needed.

PROCEDURES for POSTING A JOB

- **ONLY Human Resource** related positions may be posted (at this time)
- Members of GVHRA/SHRM may post multiple jobs
- Non-members of GVHRA/SHRM may post one (1) job at no charge; however, to continue to post they must become a member of GVHRA/SHRM
- Job announcements may be submitted in PDF or Word Format (Postings are generally listed with the position title and company name on the website and a hyperlink to the job announcement)
- Include a contact for the company so applicants can get more information about the position and how to apply such as webpage, name/number, or address.
- Include a **closing date** for the position so we can keep the webpage up-to-date and allow for all members to use the service.

SEND your company's job posting, according to the procedures above, by email to Stacy Randle at stacy.randle@mt.usda.gov with the subject line: "GVHRA Job Posting."

Questions or comments, please contact Stacy Randle at (406) 585-2505 or the email address above.

