



JOB POSTING POLICY – KATYMAGAZINE.COM

Thank you for requesting a free posting on our Katy Texas Jobs Page. This is a free community service we've created to match area job seekers to open jobs within our community. It's our goal to post jobs that our readers will find useful and beneficial, so we accept many (but not all) job posting requests. Our Katy Jobs page ranks #1 for numerous Katy Texas searches and does extremely well for local employers!

Please note our Job Posting Policies:

- Job openings are free to post if they are in our immediate Katy area (within 5 miles). All other jobs and agency listings will be charged \$40 per position for 30 days, per magazine site. (Please call 281-579-9840 to place paid ads.)
- Only print advertisers may include a logo and a web link. All other job posts are text only – no web links are allowed except for print advertisers.
- All jobs are sorted by position title. We do not post general job postings (Help wanted, hiring all positions, etc.)
- A company may have a maximum of 3 postings running at one time (all must be 100 words or less). If advertising in the magazine, amount of job postings depend on ad size. All job postings will have our 'referred by' line on them.
- We do not post jobs that compete with our own open positions or our advertisers' posted positions. You may resubmit your opening after these openings have been filled and try again.
- We do not post jobs that are over 100 words in length. Positions may be edited for clarity or length prior to posting. It's more likely your job will be posted if you have already formatted and edited it ready to post quickly.
- We do not post commission only, pyramid opportunities, national work from home jobs, generic national jobs or any other job that we feel does not offer a genuine local opportunity.
- We do not post jobs we feel are not family-friendly and match the image of our magazine or online magazine.
- Although most job posting requests are accepted, the editor reserves the right to reject any job posting for any reason.
- We do not post jobs that discriminate against race, color, religion, sex, or national origin.

HOW TO SUBMIT

Review the existing job openings on our Community Jobs Page and submit similar in format. Visit KatyMagazine.com and click [JOBS PAGE](#) at the top. Review the openings and write a job opening that is similarly formatted: position title first, description, compensation, contact information, and referred by line. Then email it to Editor@katymagazine.com. (We prefer the position to be formatted like the other openings and pasted in the body of the email and not sent as an attachment.) We do not accept lengthy positions requiring us to edit and / or shorten or format to our guidelines.

HOW TO REMOVE

We expect you to notify Editor@katymagazine.com once a position has been filled or you will continue to be bombarded with job seekers. If you do not notify us and our readers complain the job is filled, we reserve the right to discontinue posting future job openings for your company. All job postings are automatically removed after 30 days, but we prefer to be notified when your job is filled. If you need your ad to run longer, please notify us.

If you have questions, please email editor@katymagazine.com.