

JOB POSTING POLICY – KATYMAGAZINE.COM

Thank you for requesting a free posting on our Katy Texas Jobs Page. Most Katy job opening requests are posted free, but please review the requirements below and follow submission guidelines.

HOW TO SUBMIT YOUR JOB OPENING – IT'S FREE

Email 75 words or less to jobs@katymagazine.com. Katy Magazine Print Advertisers may submit 125 words or less per job opening.

FORMAT LIKE EXAMPLE BELOW

ADMINISTRATIVE ASSISTANT

My Company Name is currently seeking an administrative assistant to support our busy finance department. Requires 2+ years' experience in a corporate environment, excellent communications skills and experience with MS Office and Outlook, The ideal candidate is organized, dependable and has excellent telephone and office skills. Strong proofreading skills and attention to detail is also required. Email resume and cover letter to jobs@katyLSC.com.

FREE BASIC JOB POSTS – RESTRICTIONS

- You may submit no more than TWO JOB OPENINGS at a time (up to 75 words each).
- The job location must be within Katy ISD boundaries.
- The requestor must be a representative of the company (no agencies unless you are a print advertiser).
- Your company is not currently advertising in another Katy publication. (Unless you are also a Katy Magazine advertiser).
- Your job post does not compete with ours or one of our print advertiser's current job opening posts.
- Jobs will be posted within 2 business days. (Urgent posts will require a \$50 rush fee).
- Changes to your job opening will also take up to 2 business days.
- No logo or web link may be included.
- Please notify us when the job is filled. Failure to do so may result in future job posts not being accepted.
- **FREE ENHANCED JOB POSTS - BENEFITS** (Although most job posting requests are accepted, the editor reserves the right to reject any job posting for any reason.

You may post up to FIVE JOB OPENINGS at a time (depending on your print ad size). Posts may be up to 125 words each.

- The job location does not have to be within Katy ISD boundaries.
- The requestor must be a representative of the company (no agencies please unless you are a Katy Magazine advertiser).
- Jobs will be posted quickly – usually within a few hours on same business day.
- Changes will be made as soon as possible (usually same business day)
- Your logo and website link is included if you would like.
- To become a Katy Magazine print advertiser, call 281-579-9840 and ask for sales.

ALL OTHER JOB POSTS REQUIRE \$50 FEE

A \$50 fee per job opening will be required for all other job openings including agencies, rush job posts, jobs outside of the Katy ISD boundaries. To post a PAID AD, submit it to editor@katymagazine.com and then call our accounting department with your credit card information. Editors reserve the right to reject a job post for any reason.

JOB POSTING GUIDELINES

- Editors have the right to refuse posting of any ad for any reason.
- All jobs will expire after 30 days or until you alert us, whichever comes first.
- 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.
- All jobs are sorted by position title and should be specific. We do not post general job postings (Help wanted, hiring all positions, etc.)
- Positions may be edited for clarity or length prior to posting. Formatted, ready ads are usually posted quicker.
- We do not post commission only, contract, pyramid opportunities, national work from home jobs, generic national jobs, etc.
- We do not post jobs that discriminate against race, color, religion, sex, or national origin.

All parties are responsible for background check and screenings of potential employees and employers. Katy Magazine accepts no liability for actions or conduct of job seekers or employers affiliated with postings on www.KatyMagazine.com's free community jobs page.