

## WAFDO POLICY

### POSTING JOB ANNOUNCEMENTS ON THE WAFDO WEBSITE

**Revision:** June 26, 2007

**Approved by the Board:** June 26, 2007

**Purpose:** The purpose of this policy is to set forth the criteria by which WAFDO will accept and post job vacancy or position announcements on the WAFDO website.

**Criteria:** The following criteria must be met for a position to be posted on the WAFDO website:

1. The employer making the request must be an active WAFDO member.
2. The request must be related to job announcements or position announcements for either:
  - (a) federal, state or local program vacancies or exams that are related to the programmatic focus of the membership of WAFDO (ie. regulatory positions related to food, drug, medical device or cosmetic industries);
  - or
  - (b) positions for vacancies in the food, drug, medical device, or cosmetic industries that are of a level of complexity and responsibility which would be of interest to the membership of WAFDO (ie. Quality Control Manager, Regulatory and Governmental Affairs, etc.).
3. No requests will be accepted from any recruitment agencies.
4. The position announcement must be provided in either Microsoft Word or Adobe Acrobat (PDF) file format at the time of the request.

**Review and Acceptance:** All requests for job or position announcements to be posted on the WAFDO website will be reviewed by the WAFDO Vice President. If all of the requirements of the criteria section have been met, and if the position announcement is acceptable, the Vice President shall request the WAFDO Webmaster post the position for a period of time not to exceed 90 days.

Should the Vice President determine that the position announcement does not meet the criteria established above or that the posting is unacceptable the requestor shall be so notified of the findings. The requestor may address any deficiencies noted and resubmit the request to the Vice President within 30 days.

If all deficiencies have been addressed, the Vice President shall request the WAFDO Webmaster post the position for a period of time not to exceed 90 days. Upon resubmission, if the Vice President determines that that the position announcement still does not meet the criteria set forth above, the Vice President shall notify the requestor that their request is denied.

The requestor may appeal the denial to the WAFDO Board, which will review the request and the reasons for denial at the next regularly scheduled board meeting. The Board shall vote to either accept or deny the request by simple majority vote, and the board vote will be the final decision regarding the request to post the position announcement.

**Submission Guidelines:** All requests for position announcements to be posted on the WAFDO website shall be submitted by e-mail to the Vice President. The submissions must contain a copy of the announcement and sufficient information to verify that the requirements of the criteria section of this policy are met.