Job Posts and Submissions FAQ

Thank you for your interest in the PMI Mile Hi Chapter job list site. We are dedicated to only offering those open positions that are in the field of project management. Below are some common questions about the page.

If you have any questions about this process, please contact: jobpost@pmimilehi.org

Job Seekers

Q1. I saw a job yesterday on the site and now it's gone. How do I find it?

All jobs are posted for 21 days only. If the position is still available the company will repost it.

Job Posters

Q1. How do I create a hyperlink to apply to my position?

After you type/paste in the URL, highlight the string and right click. You will see a drop down and can choose Insert Link. See also Addendum A for step by step instructions on posting a position. *Don't forget to add the contact information or way in which to apply. The contact information that you provide at the end of the form does not display in the notice.*

Q2. Is there a way I can show that the position is a Contract or Permanent position?

Unfortunately, we cannot build a drop down to show if a position is contract or permanent. Please include this information in the job title (*e.g.,* Project Manager – Contract).

Q3. How do I submit an open position?

Check out the addendum to this document and it will walk you through the process.

Q4. My position was declined, why?

The Mile Hi Chapter is dedicated to only offering those open positions that are in the field of project management. Such positions can include:

- Project Managers/PMPs
- Project Coordinators/CAPMs
- Business Analysts
- Project Analysts
- Project Controls
- PMO Managers
- Program/Portfolio Managers
- Any Agile project team members such as CSMs, Product Owners, *etc*.

Q4. I posted a position a few weeks ago that was approved and listed but now is gone. Why?

All positions are posted for 21 days. If you need your position posted longer that that you will need to re-submit the information.

Addenda A. PMIMileHi.org Job Entry Process

Purpose: The purpose of this document is to provide basic instruction in how to navigate to, and enter a job listing on the PMI Mile Hi chapter website.

Assumptions: This document assumes that the interested party has a valid job posting and a desire to share it on the PMI Mile Hi chapter website. It also assumes access to the appropriate tools necessary to complete the task of posting the position.
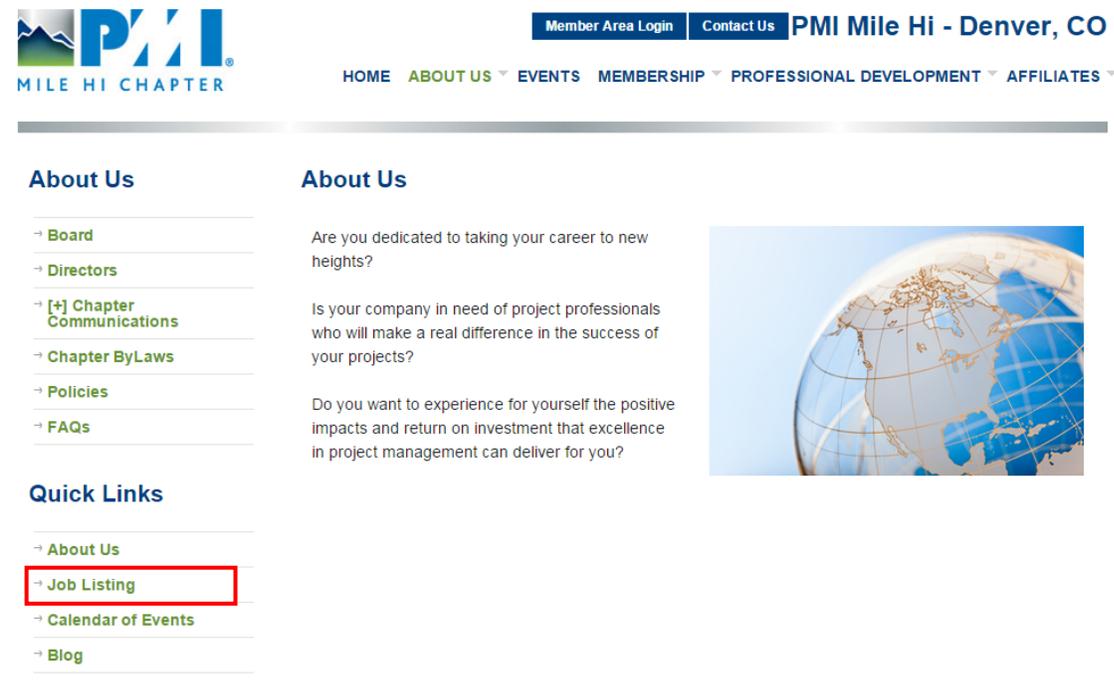
1. Using your selected browser (Chrome, IE, Firefox, etc.) Navigate to the **PMI Mile Hi Page** at *pmimilehi.org*:
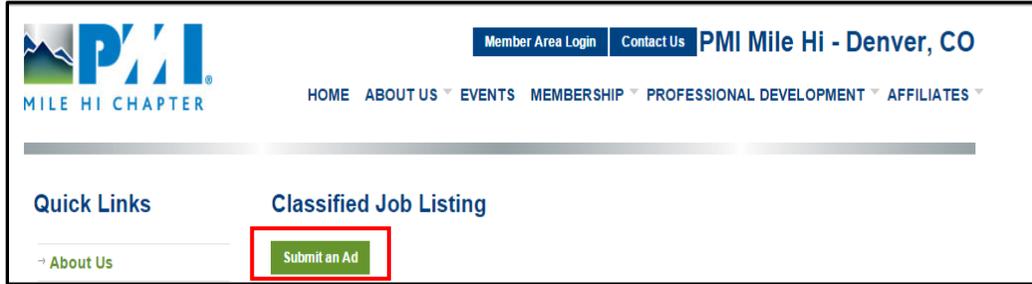

2. Click on **ABOUT US or Membership TABS**:

3. Under Quick Links, select **Job Listing**:
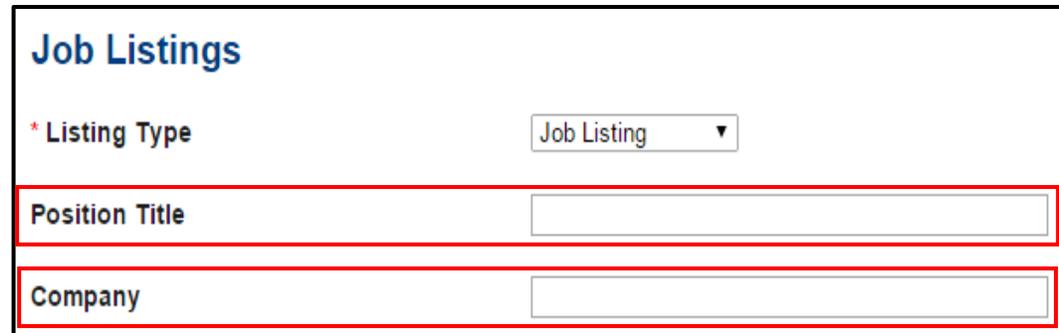
4. Click on **Submit an Ad**:

5. Enter the Listing Type:
- The only available listing type will be ***Job Listing***.

6. Enter the **Position Title (include if it is Contract or Permanent) and Company Name**:
- Note: The only position titles that should be entered are denoted in Appendix A (if you have any questions on the type of jobs to post on the site, please contact jobpost@pmimilehi.org):
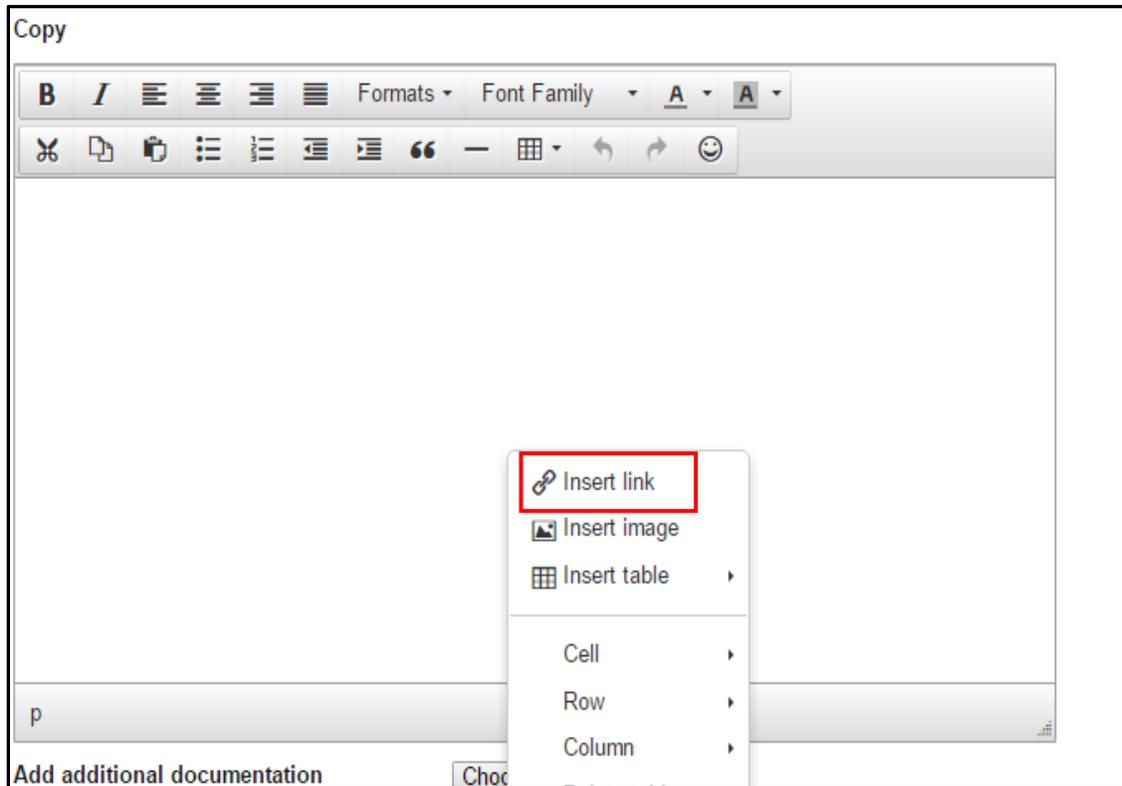

7. Enter the position details, job description, ***don't forget to add how to apply***, *etc.*:
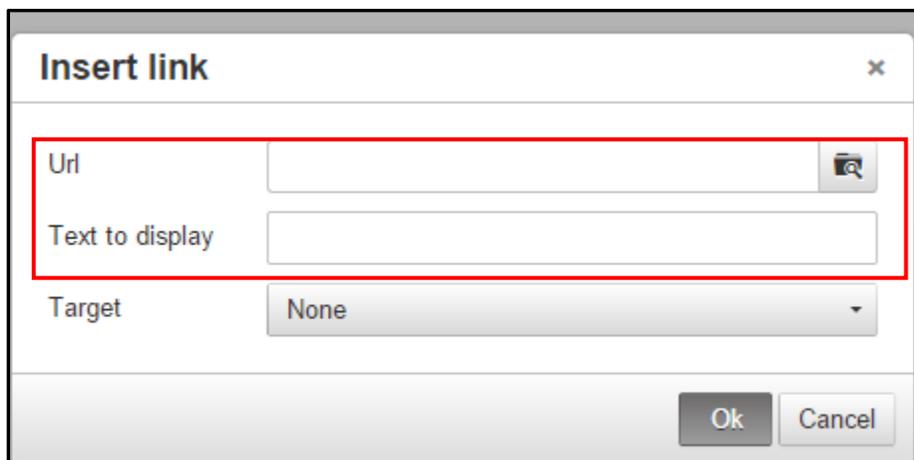
If entering a link to a website continue to **Step 8**, otherwise proceed to **Step 11**.

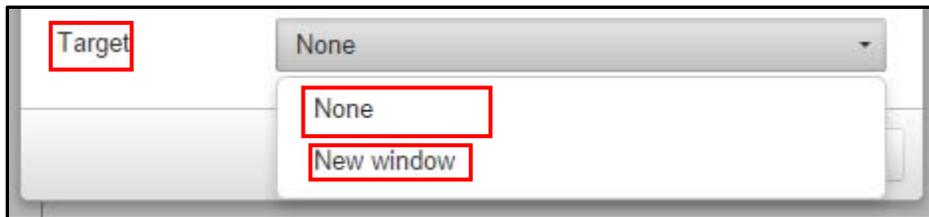8. When entering a link to a website you must right click and select *Insert Link*:

9. Enter the hyperlink and type you want displayed:

10. Select the Target:
     If *None* is chosen, the link will open in the existing window.
     If *New window* is chosen, the link will open in a new window, or new tab depending on browser.

If there is a pertinent file to be added go to **Step 11**, otherwise go to **Step 13**.

11. If there is a pertinent file to be added continue to Step 13, otherwise go to Step 14.
12. Add any additional documentation by clicking on Choose File and selecting the pertinent file:
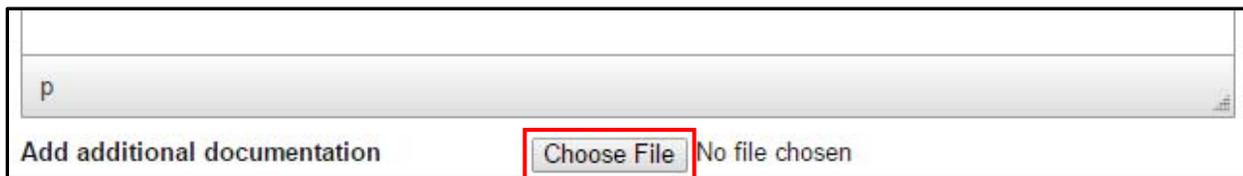
13. Enter **Submitter Information** and text displayed in the **security image** (note that the submitter information is for internal use only *and will not be displayed in the post, ensure that the job description contains how people are to apply for the position*; it is a required field and if a usable email address is not supplied the post will be rejected):

14. Click the *Submit* button:

15. The following notification will appear:

Thank you for your ad submission. It will be reviewed within 24 hours.

Contact jobpost@pmimilehi.org for any questions about this process. Note that all job posts will be active for 21 days only. You will need to re-submit after that date if you would like a longer posting.

16. You will then receive a confirmation at the Submitter Email showing the position submitted:

helpdesk@pmimilehi.org   11:42 AM (12 hours ago)
to jobpostvolunte.

Submission from the Job Listings form

The following information was submitted:

Field	Value
Listing Type	Job Listing
Position Title	Construction Project Manager
Company	BillyBob's Feedlot
Copy	BillyBob's is looking for a driven, self starting project manager for a series of building projects at our new location. Our company is customer service driven and customer needs have prompted our building of additional locations. An attitude of service is the norm for our company and a necessity for any of our candidates.

Requirements:

- Bachelor's Degree in Construction Management, Business, Engineering, or Related field
- Proven track record with client satisfaction and profitability.
- OSHA 30 hour, First Aid and CPR certifications
- Proficiency in Microsoft Office 2013 and Microsoft Project
- Project Management certification a plus (PMP)
- Strong written and verbal communications skills
- Ability to assess and prioritize multiple tasks, projects, and demands.
- Excellent organizational and interpersonal skills
- Passionate and dedicated to high-quality work
- Trustworthy, and self-motivated personality characteristics |
| Submitter Name (will not show in post): | Shaun Olson |
| Submitter Email (will not show in post): | olson.shaun@gmail.com |

Appendix A

Suggested Job Titles:

- Project Managers/PMPs

- Project Coordinators/CAPMs

- Business Analysts

- Project Analysts

- Project Controls

- PMO Managers

- Program/Portfolio Managers

- Any Agile project team members such as CSMs, Product Owners, *etc.*