

Guidelines for placing a Job Bank advertisement in the Garden State FOCUS magazine and HFMA-NJ Web site

The fee for a Job Box listing is \$200.00 per position for a one-time placement in the Garden State FOCUS magazine and a two-month posting on the HFMA-NJ website.

The Job Box listing will be put on the HFMA-NJ web site within 5 days of receipt, and will be put in the next scheduled issue of FOCUS magazine. The magazine lists the job title and the hiring organization, and refers readers back to the web site for more the complete listing.

In addition, once your ad is posted to the site, an email blast regarding the new job posting will be sent to the membership. The job will also be listed in the weekly NJ HFMA Pulse news blast to the membership.

The deadline for ad placement in FOCUS is typically the 15th day of the month prior to the issue date of Garden State FOCUS, which is published five times per year (January, March, June, September and November).

<u>FOCUS Issue</u>	<u>Ad Submission Deadline</u>	<u>Website Expiration Date</u>
January/February	December 15	March 7
March/April	February 15	May 7
May/June	April 15	July 7
September/October	August 15	November 7
November/December	October 15	January 7

The ad must contain the following information, and should be no longer than 350 words:

1. Hospital/organization name
2. Job location.
3. Position (e.g., financial analyst, controller).
4. Department or position to whom position will report (e.g., Chief Financial Officer).
5. Brief job description.
6. Educational/professional experience required (e.g., Bachelors Degree with a minimum three years experience in hospital finance or accounting).
7. Contact person at hospital/organization with name, address, telephone, fax and e-mail.

NOTE: Should a third party (e.g., advertising agency, job placement organization, etc.) be involved with the submission and/or payment of the ad, please be sure to include the name of the hospital or firm (and the position/title sought) on behalf of which the ad was placed. This will ensure that we do not inadvertently bill the hospital or firm for an ad that has been paid by a third party.

Ads should be posted on line and paid by credit card at www.hfmanj.org. If you must pay by check, the ad can be posted online and the payment step bypassed. Payment should then be made out to "HFMA - NJ Chapter" and mailed to:

**Laura A. Hess, FHFMA
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Healthcare Financial Mgmt. Assoc. - NJ Chapter
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