



## **NJALA Job Posting Guidelines and Restrictions**

An NJALA member in good standing may post any open management position at their firm on the Job Postings page of the NJALA website free of charge. This posting will be reviewed by the NJALA Board Secretary prior to being formally posted.

Non-management positions in NJALA member firms, such as legal secretaries/assistants, paralegals, or other support staff, may be distributed to the Membership List through the NJALA website in our Community Forum.

Attorney positions are not permitted on the NJALA website or Community Forum under any circumstances.

Contact the NJALA Board Secretary for more details or if you have questions about any of the above posting guidelines.

An NJALA member in good standing may share non-attorney resumes of candidates seeking positions via the member's own email/contacts, or may post the resume through the NJALA website under the Community Forum.

**Non-NJALA** members are restricted from accessing the NJALA Community Forum and the Job Postings page. Non-NJALA members must contact the NJALA Board Secretary to purchase a posting on the Job Postings page. Non-NJALA members may only post open management positions at their firm. The fee for this posting is \$250.00 and the job posting will not be placed on the website until the payment is received and the job posting is approved. The job posting will remain on the website for 90 days.

Job postings on the NJALA website, whether requested by member or non-member firms, may also be posted on NJALA social media sites, e.g., Facebook, LinkedIn, Twitter.

NJALA members may only circulate job opportunities for their own firm. NJALA members may NOT circulate job opportunities on behalf of non-member firms through the NJALA website Community Forum.

**Advertisements from employment agencies will not be accepted.**