



## Job Posting Disclaimer

Job postings are provided as a benefit to WSHHRA member organizations only and are provided at no additional charge. By posting an advertisement on WSHHRA's website, members release WSHHRA, its Board, website developers, and WSHHRA affiliates from any and all claims of every kind and nature, whether known or unknown, suspected or unsuspected, disclosed or undisclosed; and agrees to hold WSHHRA harmless against any and all damages (actual or consequential, direct or indirect) as a result of job posting activity on this website.

WSHHRA does not promise any specific results from advertising on this website. Job postings on this website do not constitute an offer of employment or contractual offer of any kind. WSHHRA does not guarantee the job listed will be available at the time of inquiry by a potential applicant and makes no representations about and disclaims responsibility for any and all aspects of the job posting including but not limited to the accuracy of employment terms, wages, working conditions; the quality, safety or legality of the jobs; the truth, accuracy, reliability, completeness of the posted advertisements; or the ability of an employer to offer a job.

Job postings are intended solely to list information concerning *possible* job openings. It is the responsibility of each job seeker to verify any and all employment information and should refer to the advertising employer's website or to the employer directly to verify the listed employment information and whether the job is still available at the time of posting. All aspects of the hiring process are handled by the hiring employer and not through WSHHRA including but not limited to applicant inquiries, background checks, employment verifications, applications, and offers of employment.

## Job Posting Rules

- Posting job openings on this website is for WSHHRA members only. If you are interested in joining WSHHRA, please contact the Membership Chair
- Sending job postings on behalf of non-member organizations is not allowed
- There is a maximum of 3 HR positions allowed at one time per member organization
- Positions must be human resources/healthcare-related
  - For example: HR Director, HR Generalist/Specialist, Personnel Assistant, HR Coordinator, Business Partner, HR Analyst, Benefits Administrator, Recruiter, Employee Relations, etc.
- Be sure to include pertinent information in the ad (position title, description, required qualifications, organization address, hiring contact information, etc.)
- You may wish to include a logo and web address that can be hyperlinked to your company's employment page
- Please don't send job descriptions or content longer than 1 full page of text. The postings should be advertisements, and the interested applicant can link to your website for a full description
- Send your ad in an attached Word document or PDF file
- Please have your ad proofed and formatted the way you want it to look, but be aware that formatting changes may be necessary
- Positions will stay posted for 30 days, unless you request to have the posting pulled
- Please allow a few days' processing time
- If edits need to be made, please resend an entirely new copy
- Email job postings to the Website Director for the Washington State Healthcare Human Resources Association, at [wshhraorganization@gmail.com](mailto:wshhraorganization@gmail.com).