

# TAP On-line Posting of Career Announcements Requirements Paper

As of July 18, 2022

[View Current Career Announcements](#)

[Submit a Career Announcement](#)

- You must submit a career announcement or business opportunity in order to participate in our weekly connection event
- The target audience for all on-line posting of career announcements are to Transitioning Soldiers, their Spouses, and Veterans
- The posting of career announcements to the TAP website are FREE of charge to employers that meet the following criteria:

## **The following MUST BE MET to have your career announcement(s) posted to the TAP website**

- The career announcement must be sent as an attachment as .pdf file
- The career announcement must be a current and open position with the company submitting the announcement and the company whom the career is with has to be listed on the announcement
- The career announcement must state the title and location for the particular career
- The career announcement must have the steps and links of how to apply for the position in the actual announcement. The link needs to be to the actual career on the company's website or to the company's career site where the career title can be searched from key words **or** a point of contact person must to be listed with an email address listed in the actual announcement so Soldiers, their Spouses, and Veterans can send their resume' and additional questions to a point of contact for the particular opening. The point of contact person listed must be an employee of the company with the announcement
- TAP needs to be notified of the position's closing date
  - Employers are required to notify TAP when the position is filled
  - If the position does not have a closing date we will automatically remove the announcement from our site 30 days from the request to post date

## **The desired outcomes of this effort are:**

1. Provide a single location for career announcements that targets the Transitioning Soldier, their Spouses, and Veterans.
2. To create and maintain a more streamlined and manageable approach for connecting the Transitioning Soldier, their Spouses, Veterans, and employers with employment resources and opportunities.

**Note: TAP will not post career announcements for any 3<sup>rd</sup> party recruiting or to a generic website to search for careers**

**Disclaimer: The posting of career announcements by TAP in no way constitutes endorsement for the career or company**