



100-3 Forum Drive, #222  
Columbia, SC 29229  
803.767.4554  
[info@schima.org](mailto:info@schima.org)  
[www.schima.org](http://www.schima.org)

January 2010

Dear Prospective Employer,

SCHIMA appreciates your interest in posting job opportunities on our web site. At the present time, SCHIMA offers **free** job postings that meet the following criteria:

1. The **position** being offered is based in South Carolina OR
2. The **employer** offering the position is based in South Carolina and the position **does not require relocation outside the state** (i.e., travel positions)

We regret to share that we currently do not offer paid job advertising for positions offered outside the state of South Carolina, but are evaluating such a service in the future.

We also do not accept multi-position job title listings from recruiters, staffing agencies, etc. Each position/position type (i.e., in situations where multiples of a position are vacant, such as a company hiring for two (2) consultants, coders, etc.) must be posted as an individual job advertisement to be published on the SCHIMA web site and distributed to our membership. When a company is hiring for multiples of a position, a single job ad submission with a note in the position description of the number of positions available is sufficient – multiple ads do not need to be submitted.

To have your posting listed with SCHIMA, please submit your advertisement via our online job posting form at:

<http://www.surveymonkey.com/s/schimajobbank>

SCHIMA asks for a courtesy notice when the position has been filled. Postings will remain listed for 90 days unless the submitter notifies SCHIMA that the position has been filled OR that the position is still available and requests the listing continue.

Should you have any questions, please contact the SCHIMA Central Office at any time via e-mail ([info@schima.org](mailto:info@schima.org)) or telephone (803.767.4554). Best wishes for a successful year!