



## IN PROVINCE EMPLOYMENT POSTING POLICY

The following conditions will apply to all employers wishing to post employment opportunities on TECHNOLOGY PROFESSIONALS SASKATCHEWAN (TPS) website:

- **All employment advertisements must stipulate the following:**
  - **Diploma / Certificate in name of discipline(s). (Discipline types: Architectural, Biotechnology, Chemical, Civil, CAD/CAM, Engineering Design and Drafting, Computer, Electrical, Electronics, Environmental, Geomatics, Instrumentation, Mechanical, Telecommunications, Water Resources) from a program recognized by TECHNOLOGY PROFESSIONALS SASKATCHEWAN, or equivalent.**
  - **Candidates will have, or will immediately obtain and maintain registration with TECHNOLOGY PROFESSIONALS SASKATCHEWAN.**
- Postings will be \$150.00 each, payable via VISA or Mastercard, and due upon posting. An invoice will be emailed to the employer along with a link to the posting on TPS website.
- All employment advertisements will automatically be removed from the site on the closing date stated unless the employer contacts TPS office and submits a request for a one-time extension 5 days prior to the closing date. Postings that do not stipulate a closing date will be posted for 30 days. Reposting the advertisement will result in an additional posting fee of \$150.00.
- Once posted, TPS will notify the employer that their ad has been placed on TPS website and provide them with a link to the posted ad. It is the responsibility of the employer to check their advertisement and notify TPS of any required changes.
- Postings must be submitted electronically in Word or InDesign format. Company logos must be provided in JPG or PNG format with a minimum resolution of 150 pixels/inch to allow for adjustment. Camera ready PDF files will be accepted, but may require editing at the discretion of the TPS.

All employment advertisements are subject to space availability, and subject to approval by the Membership Engagement Committee, and the Board of Directors.

Out of province employers looking to post an employment opportunity, please contact TPS for information.

Thank you for your interest in posting your employment opportunity on our website.

Please send your information in the requested format to:  
TPS Employment Postings  
381 Park Street  
Regina SK S4N 5B2  
Email: [admin@tpsk.ca](mailto:admin@tpsk.ca)