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## ***Policy of Open Position Postings (April 2003)***

As a service to TSITE regular and affiliate members, any member in good standing may post a current position opening on the organization's website ([www.tsite.org](http://www.tsite.org)). The following guidelines are provided to ensure reasonable and efficient usage of this service.

**Who may participate** – Any regular or affiliate TSITE member in good standing may request a posting of a position to be filled.

**Acceptable postings** – All postings should be for positions in transportation engineering or planning. Positions relating to the work of engineers (CADD technician, survey crew, etc.) will not be posted.

Postings must be for positions within the state of Tennessee. The exception is that vendors or consultants who are TSITE members working in a state other than Tennessee may request position postings for their offices. Members with involvement in several offices should only request postings for positions within his or her primary office and/or within an office in the state of Tennessee.

All position openings should include (at minimum) the job title, location, and appropriate contact information. Requests not containing these items will not be posted. No length limit exists for a posting.

**Time limit** – If a deadline is specified for an opening, the posting will be removed after that date. If the job remains open until filled, the posting will be removed from the website one month after it first appears. A request must be made to re-post the opening if not filled after that time. The contact person below should be notified to renew a posting or to remove it once it has been filled.

**Placing a request** – The complete, edited posting should be sent electronically in a standard format (\*.txt, \*.doc, etc.). Hard copies or .pdf files cannot be accepted. Logos or other images should not be embedded in the files.

The posting should be sent by email to: [jhammond@neel-schaffer.com](mailto:jhammond@neel-schaffer.com)

Or on disk to:

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C/O Neel-Schaffer, Inc.  
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