

Guidelines for Employers

Following are guidelines for use in composing and responding to job postings placed on PsycCareers, at PsycCareers virtual job fairs, and in *Monitor on Psychology*. These same guidelines are applicable to any position opening job postings appearing in other APA/APASI publications. All employers must also comply with all relevant [General APA/APASI Advertising Policies](#) regarding job postings in APA/APASI media.

EQUAL EMPLOYMENT OPPORTUNITY

The American Psychological Association (APA) and APA Services, Inc. (APASI) endorses equal employment opportunity practices and accepts only ads that are not discriminatory on the basis of race, color, gender, religion, age, national origin, veteran status, or physical disability. In addition, APA/APASI encourages employers to not discriminate on the basis of marital status, the numbers and ages of dependent children, mental disability, or sexual orientation. In keeping with this policy, the use of “recent PhD” in *Monitor on Psychology* and PsycCareers advertising is not allowed on the basis that it is potentially age-discriminatory (see U.S. Department of Labor prohibition on use of “recent graduate”). The term “beginning-level salary” may be used. Positions may also be defined in terms of teaching load, specified number of years away from a tenure decision, or requirements of certain skills.

We reserve the right to edit all copy and to refuse job postings that are not in consonance with the principles of Title VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act of 1967, the Veterans’ Reemployment Rights Act Handicap Bias, the Vietnam-Era Veterans’ Readjustment Assistance Act of 1974, and the Americans With Disabilities Act of 1990.

The Equal Employment Opportunity Act, in addition to Public Law 100-238, makes specific legally permissible exceptions to discrimination in hiring by religious institutions, Indian tribes, and federal correctional facilities. For this reason, certain job postings will include job opening restrictions on the basis of religious, racial, and age factors.

Without limiting PsycCareers’s terms, conditions, and policies, PsycCareers in accordance with Department of Justice guidelines: 1) Prohibits any job posting that requires U.S. citizenship or lawful permanent residence in the U.S. as a condition of employment, unless otherwise required in order to comply with law, regulation, executive order, or government contract. 2) Prohibits any job requirement or criterion in connection with a job posting that discriminates on the basis of citizenship status or national origin. You can review more information at the [website](#). For complete EEO guidelines please refer to the following [resource](#).

CENSURED INSTITUTIONS

By vote of the Council, 1974, listings will be accepted from academic institutions under Censure by the American Association of University Professors (AAUP). However, these listings are identified in print and online by the placement of the symbol (•) preceding line classified position openings (and by an editor’s note located in the Advertising Guidelines for display classified ads) in order to advise applicants that the employing institution, or its administration, which includes the administrative officers and the governing board of the institution, has been censured by the AAUP, and that further information may be obtained from the relevant AAUP Bulletin.

“PSYCHOLOGIST” TERM USE

APA/APASI policy on the use of the title “psychologist” is contained in the General Guidelines for Providers of Psychological Services, which defines the term “Professional Psychologist” as follows: “Psychologists have a doctoral degree in psychology from an organized, sequential program in a regionally accredited university or professional school.” APA/APASI is not responsible for the specific title or wording of any particular position opening, but it is general practice to refer to master’s-level positions as counselors, specialists, clinicians, and so forth (rather than as “psychologists”). In addition, it is general practice to refer to APA-accredited programs as “APA-accredited” rather than “APA approved”. The position as described must be in conformity with the statute regulating the use of the title psychologist and the practice of psychology in the state in which the job is available.

JOB POSTINGS SHOULD BE WRITTEN TO CONVEY THE FOLLOWING INFORMATION

- Any limits or restrictions on Position Openings including any restrictions on the basis of geographical, age, and/or religious factors.
- Job title with area of specialization (required).
- Name of employer and address, or e-mail, required (blind or box ads cannot be accepted).
- Description of position, responsibilities involved, permanent or temporary, tenure-track or not, etc.
- The minimum qualifications required.
- Salary range and period covered.
- Closing date for applications and the date the position will commence.
- An indication if interview expenses are not to be fully paid.
- List of documents that must accompany initial letter of application, e.g., vitae, names of references, etc.
- Name and address of person to whom application should be directed.

IMPLICATION OF PLACING OF A JOB POSTING

- Jobs exist as described.
- There is/are no prescribed candidate(s).
- Employer will acknowledge receipt of applicant’s material.
- It is recommended that advertisers inform an applicant when she/he/they is eliminated from consideration or when the position is filled.

IMPLICATION OF RESPONDING TO A JOB POSTING

- Training experience and interests are accurately represented by letter of application and supporting material and are consonant with those specified in the advertisement.
- Applicant should notify prospective employer if she/he/they no longer wishes to be considered for the position.

SAMPLE JOB POSTING

ASSOCIATE PROFESSOR: Statesville University, Central City Campus, Department of Psychology. Permanent tenure-track teaching and research position in an APA-accredited program. Minimum qualifications include: doctorate in psychology, five years' teaching and research experience in (1) cognitive psychology, especially middle-to-late years' human memory processes, or (2) animal models of aging. Responsibilities include: teaching 12 credit hours per year, maintaining vigorous research program, supervising student dissertation research. Nine-month salary range is \$00,000-\$00,000 dependent upon qualifications. Position commences September 1, 2023. Applications must be received before April 4, 2023. Out-of-state interviewees will be expected to cover one-half of their travel expenses for the initial interview. Submit a letter of application, vitae, names and addresses of four references, and two recent publications from refereed journals to: J. A. Doc, Chairperson, Search Committee, Psychology Dept., Statesville University, Central Campus, Any State, U.S., jadoc@statesvilleu.edu. An Equal Opportunity/Affirmative Action/ADA Employer.

PsycCareers Virtual Job Fair Rules, Regulations and Policies

CONTRACTUAL AGREEMENT

It is understood that the following information is accepted as part of the agreement between the American Psychological Association Services, Inc. (APASI) and those who secure PsycCareers Virtual Job Fair participation as an Employer Exhibitor (exhibitor).

It is agreed that PsycCareers Virtual Job Fair exhibitors will abide by all APASI and PsycCareers Virtual Job Fair Rules, Regulations and Policies (hereinafter collectively referred to as Rules or The Rules) and detailed before, during, and after PsycCareers Virtual Job Fairs. All matters and questions not covered by The Rules are at the discretion of APASI. The Rules may be amended at any time by APASI and all amendments that may be so made shall be equally binding upon publication on all parties affected by them, as are the original Rules.

PSYCCAREERS VIRTUAL JOB FAIR APPLICATION SUBMISSION AND DEADLINE

Submit a PsycCareers Virtual Job Fair exhibit space application via purchase of the job fair package on the [PsycCareers Job Board](#).

APPLICATION DEADLINE

PsycCareers Virtual Job Fair exhibit space applications will be accepted through 5:00 pm ET, five business days prior to the event. Applications received after this time may still be accepted three business days prior to the event at the sole discretion of professional staff for potential exhibitors not requiring additional review, by contacting jobpostings@apa.org. No applications will be accepted after 5:00 pm three business days prior to the event.

VIRTUAL EXHIBIT SPACE ASSIGNMENT

PsycCareers Virtual Job Fair exhibit space applications that have been accepted by APASI are processed and assigned on a first-come, first-served basis by the PsycCareers team.

PAYMENT POLICY AND SCHEDULE

Upon confirmation of PsycCareers Virtual Job Fair exhibit space, virtual exhibitors will receive a confirmation email and receipt from the PsycCareers system. Alternately, the exhibitor may request an invoice by contacting jobpostings@apa.org. If an invoice is generated, payments must be submitted in accordance with the instructions provided on the invoice.

APASI reserves the right to cancel any virtual exhibit space for which timely payments have not been received. Exhibitors that are unable to provide payment by the deadline noted on their invoice should contact jobpostings@apa.org.

PSYCCAREERS VIRTUAL JOB FAIR PLATFORM AND VIRTUAL BOOTH SET-UP

Brazen is the official platform for the PsycCareers Virtual Job Fair event. Exhibitors will receive details and instructions regarding virtual booth setup after their PsycCareers Virtual Job Fair participation has been approved and a signed Data Exchange Agreement is received. **Employer exhibitors are responsible for completing their virtual booth set-up by 5:00 pm ET three business days prior to the event.** Those who have not done so by this time may be removed from the event.

PSYCCAREERS VIRTUAL JOB FAIR BOOTH REPRESENTATIVE REGISTRATION

The company contact who purchases the job fair package will automatically be added as the Booth Owner – this is the user on the PsycCareers account used to purchase the event package. Additional and/or alternate Booth Owners can be added by request to jobpostings@apa.org.

Booth Owners will receive information in a confirmation email as well as a platform generated email granting access to the Brazen Job Fair Platform. Once logged into the site, Booth Owners may assign themselves and/or others to be booth representatives during the event. Booth Owners are the only ones able to customize and add content to a given booth. Only Booth Representatives will be able to chat live with attendees during the event as well as search through event resumes, and invite candidates or schedule interviews prior to the event. There is no limit to the number of Booth Representatives allowed.

Booth Owners can also be Booth Representatives but they will have to add themselves under the Representative tab within their booth like they would for other Representatives. **The Booth Owner will be responsible for adding themselves and/or others as the Booth Representatives to the booth prior to the booth set-up deadline of 5:00 pm ET three business days prior to the event.** Booths without at least one representative added by that date may be removed from the event.

MANDATORY APASI DATA EXCHANGE AGREEMENT

All exhibitors who purchase virtual job fair booths will be required to sign an [APASI Data Exchange Agreement](#) prior to gaining access to the job fair platform. Access to the platform includes the ability to search the candidate pool and contact candidates in advance of the event as well as a downloadable list of attendees post-event.

The [APASI Data Exchange Agreement](#) will be sent to exhibitors upon notification of a job fair package purchase. **All exhibitors are required to complete, sign, and return the agreement form to jobpostings@apa.org by 5:00 pm ET five business days prior to the event.** Once that signed agreement is returned to PsycCareers staff, a formal confirmation of PsycCareers Virtual Job Fair booth space will be sent via email.

ADDITIONAL EVENT POLICIES

- PsycCareers Virtual Job Fair exhibitor requests are reviewed for acceptance on a first-come, first-served basis.
- Exhibitors must comply with all relevant [APA/APASI advertising and job posting policies](#) and [Guidelines for Employers](#) as well as the [APASI.org Terms of Use](#) and [APASI Privacy Policy](#).
- All Job Fair candidates and exhibitors are covered by the [Brazen Privacy Policy](#) provided by the event platform.
- Refunds for PsycCareers Virtual Job Fair will be considered on an individual basis and are not guaranteed. Refund requests are evaluated based on the level of delivered assets and activation expenses. Requests for a PsycCareers Virtual Job Fair refund must be submitted in writing to jobpostings@apa.org.

ACCEPTANCE OF VIRTUAL JOB FAIR BOOTHS

Decisions regarding the acceptability of virtual employer booths will be made in the first instance by professional staff. The APASI, acting through its professional staff, reserves the right and sole discretion to reject any proposed virtual employer booth for any reason. Prospective exhibitors are advised that the acceptability of jobs for display at the PsycCareers Virtual Job Fair is based on legal, social, professional and ethical considerations.

Decisions on the acceptability of virtual employer booths are made on a case-by-case basis. Inclusion of an employer booth in a prior APASI job fair event — whether an in-person event or a virtual event — is not determinative of the acceptability for future job fair events, as acceptability is reviewed for each event.

Virtual employer booths must be consistent with the professional nature of the PsycCareers Virtual Job Fair. Virtual exhibits are not intended for airing either side of a controversial social, political, or professional issue. PsycCareers Virtual Job Fair exhibits are not intended for the purpose of campaigning for association president or any other association governance office.

APASI reserves the right to require exhibitors to edit, amend, or eliminate parts of their virtual employer booths that in the Association's opinion are not in keeping with the Association's objectives or are otherwise inconsistent with APASI policies.

TECHNOLOGY PRODUCTS AND SERVICES

Before a technology or software provider, or digital service related to mobile health (mHealth), telehealth or other healthcare application is permitted to become a PsycCareers Virtual Job Fair exhibitor, additional supporting information will be requested for review purposes. Those submissions will be evaluated by professional staff (as applicable) against the criteria outlined in [APA/APASI Technology Advertising Policy](#).

EQUAL EMPLOYMENT OPPORTUNITY

The American Psychological Association Services, Inc. (APASI) endorses equal employment opportunity practices and grants employer booth space only from organizations that are not discriminatory on the basis of race, color, sex, religion, national origin, gender, age, sexual orientation, gender identity or expression, marital status, number of dependent children or the ages of the children, physical or mental disability (visible or non-visible), genetic information, status as a protected veteran, or any other basis on which discrimination is prohibited by federal or local law.

ACCESS FOR PERSONS WITH DISABILITIES

APASI works to provide an accessible event for all attendees with disabilities and believes that persons with disabilities should be given the opportunity to participate and interact to the fullest extent possible. View the [Accessibility Guide](#) from Brazen for more information. All live and pre-recorded career sessions will have closed captioning available.

PsycCareers Virtual Job Fair exhibitors are encouraged to plan their virtual participation and materials to accommodate persons with disabilities. PsycCareers Virtual Job Fair exhibitors should make promotional materials available to attendees that are in alternate formats (such as large print) for persons who are blind or visually impaired. Additionally, presentations and/or videos included in a virtual booth should be captioned for persons who are deaf or hard of hearing.

SUBLETTING OF VIRTUAL EXHIBIT BOOTH SPACE

Exhibitors may not assign, sublet, or apportion all or any part of their virtual exhibit space. Without written consent from the PsycCareers Operations Manager, materials other than those manufactured or distributed by the confirmed PsycCareers Virtual Job Fair exhibitor in the regular course of business may not be displayed and/or promoted by the exhibitor or allowed by the exhibitor to be displayed and/or promoted by other persons or firms.

COPYRIGHTS AND PROPRIETARY MATERIAL

ASCAP, BMI, dramatist fees, copyright license fees, patent fees, or any other fee or royalty attached to copyrighted or proprietary material are the responsibility of the exhibitor. APASI is not responsible for any violation for infringement rights of any owner or presented material.

BOOTH CANCELLATION

Exhibitors that violate any of the PsycCareers Virtual Job Fair Rules, Regulations, and Policies are subject to the immediate cancellation by APASI of their participation. In such circumstances no refunds will be made.

PSYCCAREERS VIRTUAL JOB FAIR NO-SHOW POLICY FOR EXHIBITORS

APASI reserves the right to designate an exhibitor as a “no-show” if the exhibitor’s virtual booth space is not fully set-up and prepared for APASI review by 5:00pm ET three business days prior to the event. In such instances, the exhibitor agrees to forfeit their virtual booth space and may not receive a refund from APASI for any submitted payment(s).

USE OF APASI PSYCCAREERS VIRTUAL JOB FAIR LOGOS AND IMAGES

Exhibitors are not permitted to use the APASI logo and/or the PsycCareers Virtual Job Fair logo in any public or private promotional materials.

RECORDING POLICY

By participating as a PsycCareers Virtual Job Fair exhibitor you agree to the PsycCareers Virtual Job Fair recording policy. APASI strictly prohibits the recording (photographic, screen capture, audio and/or video) copying, distributing, reproducing or downloading of content from the sessions, or presentations at the PsycCareers Virtual Job Fair event.

LIABILITY AND INSURANCE/HOLD HARMLESS POLICY

The Exhibitor, upon agreeing to virtually exhibit, expressly releases the American Psychological Association Services, Inc. (APASI) or any of its officers, directors, employees, or committee members; from any responsibility or liability for any injury, loss, or damage that may occur to the exhibitor or to the exhibitor's employees or property prior to, during, or subsequent to the period covered by the exhibitor's contract, including, but not limited to, any responsibility or liability for negligently caused injury, loss, or damage; and further, the exhibitor agrees to hold harmless and indemnify the APASI against any and all claims made against the APASI by any person and arising out of the exhibitor's acts or omissions. If the PsycCareers Virtual Job Fair event is canceled due to circumstances beyond the control of the APASI, then all payments submitted by the exhibitor for the PsycCareers Virtual Job Fair will be refunded.