

SGN - SSN: JOB EXCHANGE GUIDELINES FOR PUBLICATION

- ➔ You have the possibility to publish your offers and requests on the SGN website. The publication of ads is free of charge for SGN members.
- ➔ Ads can be provided as a Word or PDF file. Please note that downloads should be in a publishable version; we will not make corrections.
- ➔ The ads must be complete to avoid further inquiries.
- ➔ Required information for **offers**:
 - Type of position to be filled
 - Qualification of applicants
 - Possible start date
 - Name and location of the practice / clinic
 - Contact details (address, telephone, e-mail address)
- ➔ Required information for **applications**:
 - Qualification
 - Possible start date
 - Contact details (address, mobile, e-mail address)
- ➔ Usually, advertisements are put online within three working days.
- ➔ In principal ads remain on the SGN website for three months. If we do not receive a request for an extension, the ads will be deleted automatically by the SGN.

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