



GEORGIA BANKERS ASSOCIATION
the resource that empowers

GBA Job Bank Q&A

The GBA Job bank is among the most popular and valuable benefits we offer member banks and bankers. The Positions Available and Bankers Available sections on our website consistently are among the most visited pages. Best of all, the service costs nothing for member banks and bankers. Here's a quick guide to all you need to know about the GBA Job Bank.

Where can I find the GBA Job Bank?

The GBA's Job bank features are available from two places off of our website's home page, www.gabankers.com. You can find links in the Member Center drop down menu near the top of the page or in the Career Center section in the center panel of the site below the featured events promotional graphics.

- Direct link to Positions Available - <http://bit.ly/1OeOgCO>
- Direct link to Bankers Available - <http://bit.ly/1HaxuPM>

Is there a cost to post a job opening or resume on the GBA Job Bank?

For members, there's no cost for either. For non-members who want to post a job opening, the price is \$99 for 90 days. If a job seeker wants to post a resume, there is no charge.

How quickly will job openings or resumes be visible on our website?

We're often able to post available jobs and resumes on the same day, but our minimum standard is to post it within 48 hours of getting the request. If you need it posted faster, please let us know and we'll do everything we can to accommodate your request.

If I want to make sure a job opening or resume is posted on the website in time for the weekly GBA E-Bulletin, what is the deadline for submitting it?

If you get it to us by the close of business Tuesday, we will definitely have it posted in time for the Thursday evening distribution. We may be able to make exceptions, so let us know if you have a special request or need.

How can I request a resume that's posted in the Bankers Available section?

Send an email to **Katina Prokos**, kprokos@gabankers.com or call her at 404.420.2021.

If I request a resume, when can I expect to get a response?

We're often able to get a response to you on the same day, but our minimum standard is to respond by the close of business on the next business day.

Do I need to contact GBA to remove a posting?

All postings stay active for a minimum of 90 days. If you need it to be active longer, please let us know. If you've filled the position before the 90 days is up, let us know and we'll remove it from the Job Bank.

How long are resumes active in the Bankers Available section of the Job Bank?

Resumes typically stay active for six months. Most job seekers call and let us know when they've found a position or want to remove their resume.

Are there any formatting requirements for job openings or resumes?

We prefer to get them as Microsoft Word documents. Please send the information in plain text format on an all-white background with regular-size page margins. It's not required, but we encourage you to include your logo, as well, to enhance your brand.