



07/25/02

TO: IC Executive Officers and Personnel Officers

FROM: Acting Director, Office of Human Resource Management

SUBJECT: Public Presentation Standards for Advertising Job Openings

Secretary Thompson has instructed us to ensure that HHS is identified as the parent department for all NIH recruitment advertisements. Dr. Zerhouni has charged my office with developing standard templates that have specified graphics and text standards to include both logo and text identification for the originating IC, NIH, and HHS. Effective immediately, all positions advertised in CareerHere from this day forward will carry the IC name and logo, along with graphics and text identifying the position with NIH and HHS. This programming has been completed and there is no action needed by you or your staff. In addition, all positions advertised outside of CareerHere (periodicals, journals, etc.) must identify the position as part of the NIH and HHS. A sample advertisement is attachment. Please keep in mind that advertisements in outside publications of positions that may be subject to Department-wide consolidation are inappropriate.

We appreciate your assistance in meeting this directive. If you have any questions, please contact Eddie Ribas on (301) 496-2404.

  
Frederick C. Walker

Attachment

**Department of Health and Human Services**  
**National Institutes of Health**  
**National Institute of \_\_\_\_\_**

IC LOGO HERE

With nation-wide responsibility for improving the health and well being of all Americans, the Department of Health and Human Services oversees the biomedical research programs of the National Institutes of Health and those of NIH's research Institutes.

The National Institute of \_\_\_\_\_, a major research component of the National Institutes of Health (NIH) and the Department of Health and Human Services, is recruiting for a \_\_\_\_\_ to lead a research program in \_\_\_\_\_. With a budget of \$ \_\_\_\_\_ and a staff of \_\_\_\_\_, the individual selected for this position will \_\_\_\_\_.

The successful individual will possess an M.D. or Ph.D. degree in \_\_\_\_\_, have research experience in \_\_\_\_\_, and leadership/managerial skills and experience that included responsibility for \_\_\_\_\_.

Salary is commensurate with research experience and accomplishments, and a full Civil Service package of benefits (including retirement, health, life and long term care insurance, Thrift Savings Plan participation, etc.) is available.

For additional information on this position, and for instructions on submitting your application, please see our website, at: [www.ic???.nih.gov](http://www.ic???.nih.gov).



HHS and NIH are Equal Opportunity Employers

