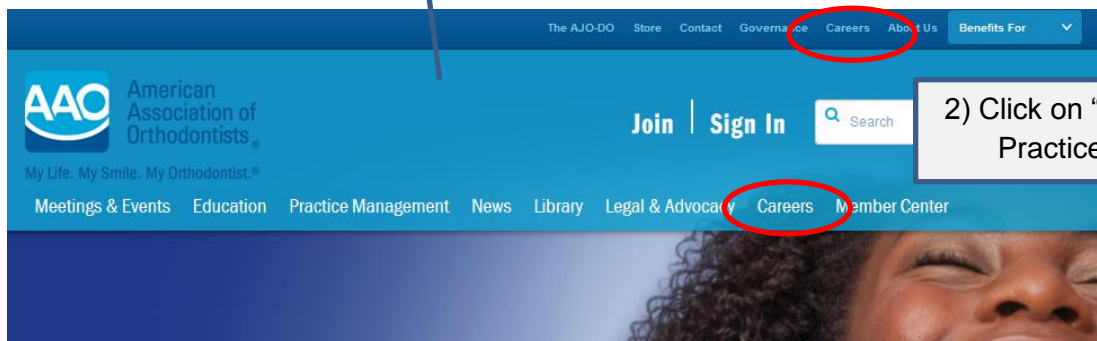
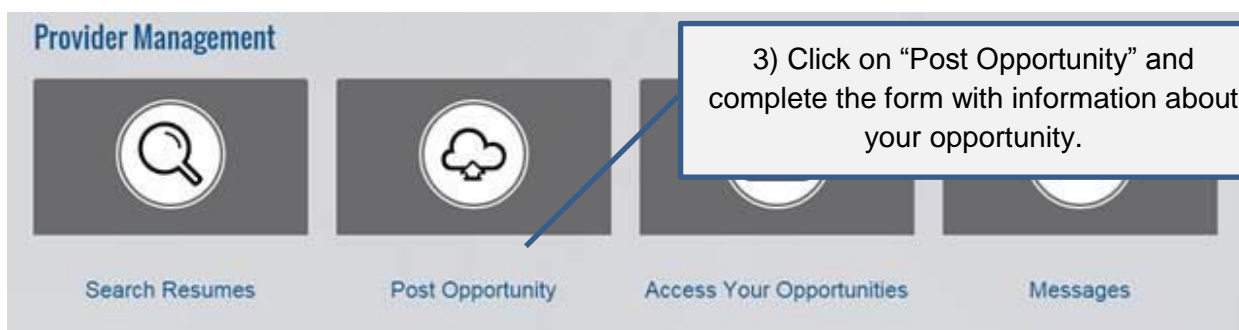


# Posting an Opportunity

1) Make sure you are logged into the [AAO website](#).



2) Click on “Careers” to access Practice Opportunities.



3) Click on “Post Opportunity” and complete the form with information about your opportunity.

4) You will be directed to a form to complete your job posting. Please note that your job posting will need to be reviewed and approved by an administrator before it goes live.

Opportunity Title (e.g., Practice for Sale in New York, Full-Time Associate in Florida): \*

5) Type the name of your opportunity here (e.g., “Practice for Sale in St. Louis, MO”).

Listing Type: \*

By choosing confidential, the contact information fields required on this form will not be visible to the seeker. [Click here to view an example.](#)

- Confidential  
 Open

6) Select whether you want you want your listing to be open or confidential.

Opportunity Availability Date: \*

(Start Date)

Date

E.g., 08/17/2017

08/17/2017

7) Input the date in which your opportunity will be available.

Opportunity Expiration Date

Opportunities will remain active for 90 days. You will be emailed a reminder 15 days before your opportunity expires.

November 15, 2017

Opportunity Type: \*

- Select a value -

8) Choose your opportunity type (e.g., “Practice for Sale”). Definitions can be found [below](#).

Opportunity Location: \*

Alberta  
Alabama  
Alaska  
Arizona

9) Select the state in which your opportunity is located.

# Posting an Opportunity

## Community Type:

10) Select the type of community in which your opportunity is located.

- Urban (inside a metropolitan area and inside a principal city)
- Suburban (inside a metropolitan area and outside a principal city)
- Small City or Town (population of less than 50,000)
- Rural (population less than 2,500)

## Practice Techniques:

- Herbst
- Lasers
- TADS
- Universal
- Twin Wire
- Tip-Edge
- Crozat
- Clear Aligners
- Edgewise & Variations
- Functional Appliances
- Self-Ligation
- Lingual

11) Input any desired practice techniques or licensure(s) for prospective candidates.

## Licensure(s):

## Practice & Opportunity Information (suggestions listed below): \*




Please include information about the practice/organization. This may include:

- Practice modality (e.g., solo practice or group practice, orthodontist-owned, dental support organization, etc.)
- Number of practice locations
- Office setting (e.g., professional building, stand-alone building, strip mall, etc.)
- Square footage
- Description of the surrounding area and population (e.g., climate, culture, education, recreation, etc.)
- Number of active patients and patients per day
- Number of chairs and employees
- Office equipment and technology (e.g., electronic or paper charts, software, type of x-ray units, etc.)
- Financial information
- Mission and vision

Please include information about the opportunity. This may include:

- List of duties or tasks performed
- Candidate qualifications
- Compensation and benefits
- Future opportunities (e.g., will this position be considered for partnership or ownership opportunities?)
- Asking price range (for practice for sale or lease)

12) Type your opportunity description in this text box. This is your chance to provide more information about your practice, qualifications you are seeking in your prospective candidates, and any other conditions associated with the opportunity. Click [here](#) to learn more about writing effective job descriptions.

**B I**   

# Posting an Opportunity

## Inquiry or Application Information (suggestions listed below):

Please describe how you would like candidates to inquire or apply for the opportunity. For instance:

- Do you want candidates to contact you via the internal messaging system, personal email, or website?
- Do you want candidates to include a CV/resume or letter of interest?

**Please note:** If you would like to maintain confidentiality of your practice, the internal messaging system allows you to communicate with seekers without disclosing your name and contact information. You will be notified by email any time you receive a new message and will need to respond by accessing the messaging feature from your Practice Opportunities homepage. If you would like seekers to contact you directly while still maintaining confidentiality, it is recommended that you include an email address in this section; however, you may want to check your email settings to ensure that your name does not appear when responding to inquiries.

13) Include information about how you would like candidates to inquire or apply for the opportunity.

## Images:

Please wait until the images are loaded before saving - the blue loading circle will disappear and your images will be displayed with a remove button to the right when they are finished uploading.

## Add a new file

Files must be less than 100 MB.

Allowed file types: png gif jpg jpeg.

Drop files here to upload

or [Browse](#)

14) Upload images (optional) by dragging individual files to the box or clicking browse to locate files on your computer. Click "Upload" when finished.

## Company/Provider Name:

For confidential postings, contact information will not be visible to seekers. Only the AAO administrator will have access to this information.

## Address: \*

## City: \*

## Zip Code: \*

## Country: \*

15) Input your contact information. All fields marked with an asterisk (\*) are required. Please note that your contact information will not be shown if you have selected a confidential listing type.

## Contact Person: \*

## Email Address: \*

For confidential postings, please note that this email address will be used to notify you of new messages within Practice Opportunities & Careers. You will need to log in to respond to messages. If you would like seekers to contact you directly, it is recommended to include an email address in your opportunity description.

## Phone: \*

## LinkedIn: \*

The AAO posts a summary of new opportunities each week on its LinkedIn page. Only opportunity types and locations will be included in the summary. Would you like your opportunity to be included?

- Yes  
 No

16) Select if you want your opportunity type and location included in updates about Practice Opportunities on the AAO's LinkedIn page.

# Posting an Opportunity

---

## User Agreement:

I acknowledge, represent and agree as follows: that the AAO makes no judgment or opinion as to the nature, viability or suitability of any practice opportunity offered by, or sought through the AAO's Practice Opportunities and Careers; that all information provided above is true and accurate to the best of my knowledge and belief, and that I will immediately notify the AAO of any information that may hereafter change; that I will not use or divulge any information obtained through the AAO, except as may be expressly agreed to in advance in writing by the AAO and the party supplying such information; that the AAO may utilize all non-personal data (i.e. demographic, practice modality, etc.) supplied by me to evaluate the AAO and other AAO-sponsored programs; that I submit this application in my personal individual capacity solely for the purpose of utilizing the AAO, and not on behalf of any orthodontic, dental, insurance or similar corporate concern; and that I will utilize all information obtained through the AAO solely for my personal and individual use, and not on behalf of any such corporate entity. I further agree to indemnify, save, defend and hold the AAO harmless from any and all liabilities, actions and demands, including reasonable attorneys' fees, arising from my use of the AAO and/or any violation of the foregoing agreements or any misrepresentation set forth herein.

I agree with the above statement. \*

Save

17) Click the checkbox to agree to the User Agreement and save.

# Posting an Opportunity

---

## Opportunity Type Definitions:

<b>Equipment for Sale</b>	New or used orthodontic equipment & supplies (e.g., x-rays, pliers, etc.)
<b>Full-time Associate</b>	Defined by Provider/typically receives benefits (see <a href="#">DOL website</a> )
<b>Part-time Associate</b>	Defined by Provider/typically receives benefits (see <a href="#">DOL website</a> )
<b>Independent Contractor</b>	Defined by federal government (see <a href="#">IRS website</a> )
<b>Lease/Rent Space</b>	Defined by Provider (real estate or office space)
<b>Locum Tenens</b>	Short-term temporary opportunities (due to medical illness, vacation, etc.)
<b>Partnership</b>	Defined by federal government (see <a href="#">IRS website</a> )
<b>Practice for Sale</b>	Orthodontic practices for sale
<b>Orthodontic Faculty</b>	Defined by academic institution
<b>Orthodontic Program Chair</b>	Defined by academic institution
<b>Orthodontic Program Director</b>	Defined by academic institution