

Careers Social Media Request Form

Goldman Sachs

Job Requester Name

Requester Team

Date Submitted*

Requested Publish Date

*Requests must be provided at least a week in advance of their requested publish date. Otherwise, we may not be able to fulfill it on time.

Objective:

Proposed Date:

Handle/Channel

Checklist

1. Is your post linking to a url (i.e. gs.com/careers)?
Y or N
 - Requests submitted without a link need to be accompanied by a photo.
2. Are you using any photos with this post? Y or N
 - Have you retained releases from the people featured within the photo(s)? **Photography featuring people submitted without releases cannot be used.**
Y, N or N/A
3. Can you confirm any verified third party accounts (i.e. @TheMuse on Twitter) and/or official hashtags (i.e. #BloombergGEI) included in your copy have been run by gs-fc-content-reviews distro for approval? **More information on third party tags and hashtags can be found in the HCM Social Media Guidebook.**
Y, N or N/A
4. Does your post pertain to a global audience? Y or N
 - If you selected No, we suggest geo-targeting to the specific audience. Please clarify where we should target .
5. Which of the following content pillars does this pertain to?

Proposed Copy

Character count

Link

Tagged Handles

Requester Notes

Completion of the checklist is required for your submission but does not guarantee your request will be granted. We will look against our current pipeline and connect with you to confirm.