



## Handshake Posting Policies

All employers are expected to utilize our online job posting system, Handshake, for posting positions, scheduling on-campus interviews and other related recruitment activities, and registering for our Career Fairs.

The Center for Career & Professional Development approves all employer connections and job postings. We reserve the right to revoke access to our platform if these guidelines are not met. We will **NOT** approve an employer connection or position under the following circumstances:

- The position involves on-campus solicitation or on-campus sales.
- The position provides commission-only compensation.
- The organization or primary contact does not possess a valid company email address. We will not approve Gmail, Yahoo, etc. The email address must be an officially recognized domain associated with your company. The organization does not possess a valid phone number associated with their employer profile.
- The website affiliated with the employer account is not valid; the link is broken or blocked by our University firewall.
- The student must pay a non-refundable fee to participate in work experience or training.
- The student must purchase or rent any type of sales kit or presentation supplies or invest any money upfront before starting the position.
- The position requires recruiting other members to establish their own business. This includes direct sales, multi-level marketing, and pyramid schemes.
- The position is for international teaching abroad other than those sponsored by embassies, the U.S. government, or an accredited university.
- International companies that do not have a headquarters or physical presence in the United States.
- The position is deemed unsuitable to the image of the University or has questionable ethical standards.
- The employer requests personal data (i.e., social security number, bank account information) at the time of application.
- The position involves payment to students to take course lecture notes or prepare study guides for any Limestone course.
- The position is in the adult entertainment industry.
- The position is in the marijuana and cannabis industry.



### Additional Guidelines:

- Third-party recruiters will only be approved to post in Handshake if they provide the name and valid contact information of the organization for which they are providing recruiting services. The agency must state that it will not charge any fees to students/alumni.
- Commission-based and financial services positions may be advertised in Handshake, provided the compensation arrangement and all employment conditions are **clearly** noted on the job listing.
- Active positions with physical locations more than 500 miles from our campus will be reviewed case by case.
- All employers must be able to provide a business license number if requested. Any position where a student works remotely and at a distance from the direct supervisor will be considered on a case-by-case basis. Employers who primarily work from home cannot request to hire students to work within their home unless affiliated with a licensed in-home care organization.

Limestone reserves the right to exclude any employer from all digital or on-campus recruiting activities. We reserve the right to edit, delete, or refuse any employer profile or job posting at any time. Please note that we receive hundreds of Handshake requests for employer account approvals each week. Although we would like to respond to each account that is declined, given the volume of requests we receive, we are unable to. If your account is declined and you have questions on next steps, please contact Lindsay Bartholomew, Director of Career & Professional Development, for additional information.

*The posting of employer, job, and internship information in our Handshake database should not be considered an endorsement by the Limestone University Center of Career & Professional Development of the organizations posting the positions or the positions posted. We ask that all students seeking career prospects at any company or organization practice due-diligence in vetting a company's job opportunities and/or their recruitment practices.*