

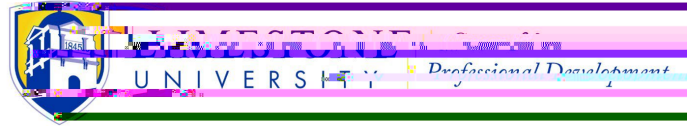


## Handshake Posting Policies

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:

- x The position involves on-campus solicitation or on-campus sales
- x The position provides commission only compensation.
- x The organization's primary contact does not possess a valid company email address



#### Additional Guidelines:

- x 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.
- x 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
- x Active positions with physical locations more than 500 miles from our campus will be reviewed case by case
- x 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 their 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 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.*