

General Posting Policies

General posting policies for employers in College Central Network are listed below. Note that individual offices may have additional posting policies beyond what is listed below. Please consult directly with [Career Development Services](#) (419-755-4786) if you have further questions.

Employer Account Policy

Basic Requirements include:

- An email address associated with your employer/organization website domain (no Gmail, Yahoo, Hotmail, etc). Individual contact names and email addresses should match whenever appropriate.
- A functioning website that clearly relates to your employer/organization and contains helpful information about your company for the potential applicant; website should not be in a pre-launch/beta phase nor contain "coming soon" language. Social media websites (Facebook pages, blogs, Twitter feeds, etc.) should not take the place of a company website.
- An employer/organization address that is easily identifiable as a place of business. Addresses should not be a contact's personal residence.

Very limited exceptions apply to these three basic requirements.

Information for Third-Party Recruiters

- [Third-party Recruiter Disclosure Form](#)
- [Additional Policies for Indirect Job Postings](#)

Position Posting Policy

The following types of positions are not accepted for posting in College Central Network:

- Unpaid, stipend, or commission/quota-based campus marketing internships or part-time positions ([Promotional and Sales Posting Guidelines](#))
- Application processes that ask students to use their social media profiles or release information associated with their social media profiles (i.e., number of followers/friends)
- In-home/private/independent childcare, nanny, or tutoring
- 1099 independent contractor positions, other than those for full-time degreed employment
- Positions whose payment structure is commission-only (does not apply to full-time career employment)
- Positions or programs that charge a fee for participation
- Employment outside the United States posted by a third-party

Very limited exceptions apply to these position types.

Positions may be denied for additional reasons deemed appropriate by Career Development Services.

Unpaid Internship Postings

While unpaid internships are accepted in College Central Network, we encourage you to review the items below with your human resources department and legal counsel to determine whether or not your internship is in compliance with federal law. Prior to approving an unpaid internship, we will ask for acknowledgment that you are aware of Fair Labor Standards Act guidelines. If College Central Network approves an unpaid position posting, this action is not an indication that you are in legal compliance. For guidance on internships, please contact our [Internship Program Coordinator](#).

- [Fair Labor Standards Act](#)
- Department of Labor, Wage and Hour Division's [Fact Sheet #71: Internship Programs Under The Fair Labor Standards Act](#)