

Job Listing Guidelines



Thank you for connecting with John Brown University (JBU) Career Development and for your interest in our talented students. When posting jobs, internships, or other experiential learning opportunities on Handshake (www.joinhandshake.com) with JBU, please review the following reasons a connection request or posting may not be accepted:

Policy and Compliance:

- Non-compliance with our [Recruiting, Internship, and Posting policies](#).
- Internships do not meet [NACE](#) guidelines
- Posting volunteer positions instead of jobs/internships
- Listings do not meet third-party requirements
- Jobs involving door-to-door sales or unauthorized promotional activities on campus
- Requiring application fees or some payment
- Non-English website (unable to verify)

Verification and Legitimacy:

- Incomplete Handshake profile or insufficient information to verify legitimacy
- Email domain does not match website domain
- Unprofessional website (social media domain, errors, missing info, security concerns)
- Organization flagged on Handshake
- Potential scam concerns
- Unusually high or overly broad salary range or wide salary range or exaggerated company size

Student Experience and Safety:

- Negative student experience
- Jobs requiring students to download apps or provide sensitive information
- Spamming students
- Applications requiring student photos, unless job-related and legally appropriate
- Jobs Career Development determines are not appropriate or beneficial for JBU students

Quality, Professionalism, and Values:

- Unprofessional job descriptions
- Limited professional development, unclear qualifications, or minimal relevance to academic goals
- Inconsistency with JBU's mission, values, or applicable handbooks

For more details, please refer to our [Recruiting and Internship policies](#).

Sincerely,

The Career Development Team at John Brown University

Participation and Due Diligence

John Brown University hosts, publicizes, lists, or provides access to external events, activities, and in-house fairs in Handshake and through other communications that it believes may be of interest to members of the JBU community. This does not indicate University sponsorship or endorsement of any organization, employer, activity, or event. Participants are responsible for exercising due diligence, researching employers and organizations, and using caution before sharing personal information, making financial commitments, or accepting employment offer. Concerns may be reported to JBU Career Development at cdc@jbu.edu.