

General Job Posting Guidelines

All job and internship postings are subject to approval. The Center for Academic Advising and Career Education (CAACE) reserves the final right to determine which postings are appropriate for Bloomfield College students and alumni.

CAACE will not accept postings from any of the following:

- Third party recruiters who cannot disclose the name and work location of the employer whom they are representing.
- Employers and individuals offering employment/entrepreneurial opportunities based on a 'pyramid' or 'multi-level' type of networking structure requiring or encouraging the recruitment of others who recruit others to sell products and services. These employers are also not permitted to recruit on campus or attend career fairs.
- Employers who make use of exploding offer practices (e.g., requiring candidates to accept an offer within a very short time frame and/or extending more offers than openings available and telling applicants offers will be accepted on a first-come, first-served basis).
- Employers who post positions that require applicants be charged a start-up or investment fee (including licenses and certifications).
- Employers posting year-round, full-time positions that do not require at least a bachelor's degree.
- Employers offering positions that pay less than minimum wage.
- Employers must always use corporate email addresses, not email addresses with personal email extensions; e.g. Gmail, AOL or Yahoo etc. Positions that list these emails will not be posted.
- We do not accept positions that involve:
 - Construction/home repair.
 - Working in a private residence, including child care, clerical support, household help, tutoring and elder care.
 - Janitorial services.
 - Door-to-door solicitation.

Commission-Based Job Posting Policy

Solely commission-based positions will not be promoted by CAACE and will not be posted on Handshake, our job posting portal. CAACE requests that commission-based positions (e.g., base salary + commission) be submitted for review, prior to posting in Handshake, or use of CAACE services/events. Employers will submit the following criteria as part of the review process.

- Does this position require a college degree?
- Does this position offer base pay plus commission? If so, please specify.
- Does this position have a documented earning record? If so, please specify.
- Does your organization provide and reimburse training?
- Is the employee required to purchase supplies/materials? If so, what is the dollar amount?

CAACE may attach the above responses to a commission-based posting so applicants are made fully aware of position requirements and history. CAACE reserves the right to deny a company both posting and campus privileges if an employer misleads/attempts to mislead CAACE and applicants.