

## **Belmont University Career Development – Job/Internship Posting Policy**

Thank you for sharing your employment opportunities with our students. Job postings are approved by staff before being visible to students. These job post policies exist to ensure that students are receiving accurate information from employers which, in turn, increases interest in approved job postings.

Please be sure that **ALL** postings:

- Are for a specific role (i.e., no generic postings that refer to public job boards)
- Are appropriately titled and do not use the job title to market (e.g., do not post “Great with kids, summer of your life” for a babysitting position)
- Thoroughly describe the responsibilities and qualifications of the role
- Provide an approximate salary OR clearly-stated compensation structure
- List a contact with a working email address
- Are located within the United States
- Include clear application instructions

The following postings are **PROHIBITED**:

- Unpaid jobs or volunteer opportunities
- Full-time positions that do not require degree or that are unrelated to Belmont degree programs
- Positions located outside of the US
  - Belmont University uses GoinGlobal to share international employment opportunities with students.
- Positions exclusively for “remote workers”
- Positions requiring applicant or employee purchase, fee, or donation
- In-Home Services at private residence not affiliated with external provider
- Opportunities based on "pyramid" or "multi-level" networking structure

### **Third Party Recruiters**

Third-party recruiters will abide by the Principles for Third-Party Recruiters as described in the [NACE Principles for Professional Practice](#). Any posts from third-party recruiters must be specific to a client opening and must not be a generic post.

### **Internships**

Employers are responsible for making sure their internship program adheres to the standards laid out by the [Fair Labor Standards Act](#). While internships vary widely from employer to employer, internships posted on Handshake must meet the following:

- **Internships at For-Profit Companies**
  - Must be paid and/or eligible for academic credit.
    - If internship is paid, it can be posted at any time unless located outside of Nashville, LA, and NYC (see 3<sup>rd</sup> bullet below)
    - If a student will NOT be paid, internship’s application deadline must end on Belmont University’s add/drop deadline (e.g., if company offers an unpaid Spring marketing internship for academic credit, the internship’s application

deadline must be January 15<sup>th</sup> since a student could not add an internship course beyond January 15<sup>th</sup>).

- **Internships at Non-Profit Organizations**
  - Can be posted at any time, but students must be enrolled in internship course by the semester add/drop deadline
- **Internships outside of Nashville, NYC, LA, and Washington, D.C.**
  - Do not post Fall or Spring internships located outside of our 4 service areas.
- **Remote Internships or Internships with limited guidance**
  - These will NOT be approved

NOTE: All of Belmont’s students have the opportunity to earn academic credit through an internship course, but those courses may have additional internship requirements beyond those listed here.

### **Volunteer Opportunities**

Volunteer and mission-specific opportunities are NOT to be posted to Handshake. Please use the GetConnected site to list opportunities at [www.getconnected.belmont.edu](http://www.getconnected.belmont.edu).

### **Fellowships**

Fellowships can be posted if they provide payment or a stipend.

### **Nanny, Caregiver, and Babysitter Positions**

Nanny, caregiver, and babysitting applications or agencies seeking caregivers can post one position to drive applications to their site or app (e.g., an agency seeking babysitters or nannies for multiple families should post one position titled “Nanny/Babysitter” instead of one position for every family in need). These agencies or apps must describe their compensation structure and have a means to vet both students and families.

### **Best Practices**

The following best practices will draw the most attention to your job postings:

- Allow applicants to apply through the Handshake system
- Keep application periods to ~60 days
- For internships, include the semester with the job title (e.g., “Marketing Intern – Summer 2019”)

### **Handshake Help**

The Office of Career & Professional Development is your partner in recruiting talent at Belmont, and we are happy to answer your Handshake questions. Handshake also provides an extensive employer help center here: <https://support.joinhandshake.com/hc/en-us/categories/202707307-Employer>

### **Office of Career & Professional Development Contact Information**

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