



## **Business and Community Posting Guidelines**

Thank you for your interest in recruiting new talent with Crowder College! In our effort to maintain the integrity of recruiting, the college has guidelines by which all recruitment postings in Career Coach, our online job board feature, must adhere. We suggest that you keep a copy of the guidelines for future reference.

Employers and community partners who comply with guidelines below have two posting options:

- Online: <https://employers.emsicc.com/crowder/login>
  - Campus bulletin boards
1. All job postings must be for legitimate openings. None of the following postings will be approved:
    - Multi-level marketing jobs
    - Door-to-door sales
    - Home-based businesses
    - Domestic roles such as personal assistant, nanny, or housekeeper
    - Jobs which do not have set hourly wages or annual salaries
  2. The job title, job description, and requirements must be included. Organizations must identify themselves and the location of the position(s).
  3. Third party recruiters, search firms, employment consultants, and placement services must identify themselves as such and must not require a placement fee from the student. Adherence to the [NACE Principles for Professional Conduct for Career Services and Employment Professional Conduct](#) is required.
  4. Experience levels expected must be listed, as well as specific desired talents.
  5. A statement to the fact that the employer is an "Equal Opportunity Employer" must be included. No postings will be allowed for an employer who does not follow equal opportunity practices.
  6. Only hyperlinks directing students and alumni to the employer's website and/or online application are allowed.

7. Contact information must be kept current and available to the Career & Transfer Services staff (address, phone, email). This may be updated in Career Coach at any time.
8. It is the responsibility of the employer to cancel a posting if the job has been filled.
9. Jobs can be posted for up to 6 months and will be deactivated on the expiration date. You will be notified when the posting is about to expire and it is the responsibility of the employer to renew the posting, if desired, by changing the expiration date
10. Crowder College Career & Transfer Services reserves the right to determine if a posting is in violation of the guidelines. Postings that are in violation of our guidelines are subject to being removed immediately and without prior notice.

**Questions? Contact us!**

Abby Tribble  
Coordinator, Career and Transfer Services  
Phone: (417) 455-5618  
Email: [AbbyTribble@Crowder.edu](mailto:AbbyTribble@Crowder.edu)

Crowder College  
601 Laclede Avenue  
Neosho, MO 64850  
[www.Crowder.edu](http://www.Crowder.edu)