

CNM Job Connection Services - Job Posting Basics

Rules for Posting:

1. Job Connection Services (JCS) will accept only paid job announcements on the Online Job bank.
2. Unpaid internships are managed by academic departments. Notice of unpaid internship opportunities will be passed on to the chairperson or dean of the department for their evaluation on whether the position meets criteria to be a substantial learning experience.
3. Employers select a posting period of 7 to 90 days. This may be extended by request.
4. Required criteria for acceptance: Contact name, company name, physical address, email address, and phone number

Positions JCS Does Not Post

1. Positions that involve multi-level marketing or pyramid selling.
2. Positions in a business that operates out of a private home.
3. Positions that include door to door solicitation.
4. Jobs in which salary is offered as "commission only." Salary + commission jobs must state the base pay of at least minimum wage. To view new minimum wage rules implemented in 2016 visit <http://www.cabq.gov/legal/news/albuquerque-minimum-wage-2016>
5. Positions that are for barter such as "work for rent."
6. Any job that requires the applicant to make an investment.
7. Positions that require, at the time of application, personal information such as bank and social security numbers or photos of the applicants. This includes confidential information from social networking sites.
8. Job postings from companies or organizations that hire independent contractors or do not provide a W-2.