

CareerNetwork Posting Guidelines

Thank you for posting your job opening with the Palmer Center for Business Development! Please follow these guidelines when you're creating your post.

General Chiropractic Associateship Postings

- Include your full address. You can include a second location if your office is within one hour of a major city.
- The salary field is required; you may enter terms such as "varies" or "negotiable."
- Don't write in all capital letters.
- If your office consists of both alumnus and non-alumnus doctors, please check both boxes in your employer profile. Please let CareerNetwork staff know if this changes within your office.
- Include your website if you have one. This will help students get to know more about your practice and make your posting more attractive.

Recruiter-Specific Postings

- Avoid common spelling and grammar mistakes. Students have shared that spelling and grammar errors are a red flag for scam postings.
- Be concise in your description.
- If the applicant pays your recruiting fees, you're required to disclose this in your post.
- Recruiters may be blacklisted from the site if job posts are found to be consistently dishonest or factually incorrect. If this is suspected, a formal investigation will be conducted. This is to ensure our students are being presented with the best opportunities and to protect them from dishonest individuals.