

# Do's and Do Nots for Job Listings

1. **No Offensive Content** – Keep listings professional and appropriate.
2. **Unique Listings Only** – Post each job once and only on one platform.
3. **Avoid Location Blasting** – Don't post the same job in multiple locations; list locations in the job description instead.
4. **No Clickbait Titles** – Use clear, standard job titles (e.g., “Recruiter,” not “Earn \$\$\$ – Work from Home”).
5. **Post Jobs You Own** – Only post jobs you’re authorized to fill.
6. **High-Quality Descriptions** – Avoid short, vague, or poorly written posts.
7. **Post Real Jobs Only** – No spam, scams, or non-job content.
8. **Don’t Game the System** – Avoid reposting or over posting for visibility.
9. **Be Truthful** – Clearly state job location, duties, and whether it's a direct hire or via recruiter.
10. **Post Actual Openings** – Don’t use listings to build pipelines.
11. **No Discrimination** – Jobs must be open to all qualified candidates.
12. **Pay Fairly** – Jobs must offer fair wages and free application/interview process.
13. **Easy Application Process** – Keep it simple and transparent for applicants.
14. **Respect Candidates** – Communicate clearly and protect applicant privacy.
15. **No Carrier/Customer Names** – Don’t mention client or carrier names in ads.
16. **No Personal Emails** – Only include your name and phone number for contact.