



School of
Dental Medicine

Career Services

Guidelines for Posting Positions in Career Link

Career Link, the online career management system at Tufts University School of Dental Medicine (TUSDM), serves as a resource for Tufts Dental students and alumni. The purpose of the service is to provide accurate job opportunities and to connect qualified applicants with interested employers. Additionally, employers have the opportunity to post positions and recruit exceptional dental students and alumni free of charge.

In order for a job posting to be approved, it must abide by the guidelines stated below. Any posting that does not meet the below requirements will not be approved in the system. Postings will expire after 90 days. If you would like to re-post the position after that date, please email dentalcareers@tufts.edu.

Additionally, all postings must abide by laws of the Commonwealth of Massachusetts, as well as policies of TUSDM. Please contact Marguerite Moore, Assistant Director of Student Affairs and Career Services (marguerite.moore@tufts.edu) with all questions.

Posting Employment Positions

ALL POSTINGS MUST INCLUDE:

- Position title
- Name and location of practice. If position would require working at multiple locations, all locations where work would be required need to be listed
- A valid contact person, phone number and email address. Practices with websites should provide a link to their site
- Job description should include pertinent information such as expected job duties, hours expected to work, etc.
- General description of practice (# of staff, # of operatories, etc.)
- Minimum qualifications needed to apply. Employers may choose to include preferred qualifications as well
- Compensation information. This may include a salary range or benefits offered
- Indicate if you are willing to sponsor individuals with H1B visas

THIRD PARTY RECRUITERS MUST IDENTIFY THEMSELVES IN THE POSTING AS A RECRUITER:

- Recruiters must either list the specific client that they are recruiting for in the posting, or provide that information to Marguerite Moore
- Client information must be provided. Although employers can opt for this information to be invisible to applicants, the information needs to be provided to Marguerite Moore
- The third party agency cannot charge fees to interested applicants



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Posting Practices For Sale

ALL POSTINGS MUST INCLUDE:

- A valid contact person, phone number and email address
- Location of practice
- Description of space (square footage, equipment details, etc.)
- Sellers are encouraged to provide pictures of space

THIRD PARTY RECRUITERS MUST IDENTIFY THEMSELVES IN THE POSTING AS A RECRUITER:

- Recruiters must either list the specific client that they are recruiting for in the posting, or provide that information to Marguerite Moore
- Client information must be provided. Although employers can opt for this information to be invisible to applicants for purposes of confidentiality, the information needs to be provided to Marguerite Moore