

## **Employer Account and Internship Posting Approval Checklist**

For the protection of our students and to ensure the integrity of the Handshake platform, Lockheed Martin Career Development Center staff vet and approve all employer accounts and position postings. In order to enhance employer service and to improve turnaround time for postings, we want to empower our academic partners by offering the opportunity approve employer accounts and job/internship postings. Please review and adhere the criteria listed below.

### Employer Approval Criteria Checklist

- Physical business address
  - Students are not allowed to work at a residence or home office
- Company website
- Employer email (The email domain should redirect/match the company website, or it must be listed on the company website.)
- Company phone number

### Job Posting Approval Checklist

- Detailed position description outlining responsibilities and qualifications
- Does not include any upfront costs
- **Special Note:** All Third-Party recruiters must submit a Third-Party Statement of Understanding to the Lockheed Martin Career Development Center prior to approval regardless of internal/external job classification.

Link to, [Third Party Agreement Form](#)

### Internship Posting Approval Checklist

- Detailed job description that includes the following:
  - Clear learning objective/goals related to the student's coursework. Routine work that advances the operations of the employer is not an internship.
  - Evidence of supervision by a professional and routine feedback from an experienced supervisor.
  - Defined beginning and end date for the internship.
  - Intern responsibilities and desired qualifications

Link to, [Example of Approved Internship Position Description](#)