



CAREER & PROFESSIONAL DEVELOPMENT EMPLOYER POLICIES

HANDSHAKE ACCOUNT CREATION GUIDELINES:

Shenandoah University Career & Professional Development provides an online job board designed for employers to advertise open positions free of charge to current students as well as alumni who are registered in the system. Please note, that when creating an account, the following will be asked and required to receive approval:

- An email with a company domain name (No g-mail, comcast, yahoo, hotmail, live, etc.)
- A first and last contact name (cannot list company name as contact name)
- A contact email address for a specific individual at the organization (ex: not info@smithcompany.com, hr@su.edu, or recruiter@somecompany.com)
- Valid Company address

All account information must be accurate and complete to ensure it is not deceptive.

All job/internship postings will be approved on a case by case basis. The Career & Professional Development staff reserves the right to approve or deny these requests.

EMPLOYER JOB ADVERTISEMENT GUIDELINES:

Shenandoah University Career & Professional Development partners with employers to assist them in their recruitment efforts. Recruitment efforts are offered through Handshake, media sources (including the Career Insider newsletter and Social Media Sites), Faculty Promotion, Information Tables & Sessions, and On-Campus Interviews.

Job Advertisements must:

- Be for an Equal Opportunity Employer (See section below for more information)
- Be connected with an employer approved by Shenandoah University on Handshake
- Advertise a single job posting. There must be a separate posting for each position being advertised
- Be at or above minimum wage (with exceptions to volunteer opportunities)
 - Please refer to the [DOL guidelines for unpaid internships](#)
- Be free of fees and wages to participate
- Be located in the United States
- Be posted for a maximum of 90 days. Jobs must be updated and reposted after 90 days



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- Have formal work arrangements and payments. Students must receive a 1099 or W2

Job Advertisements may NOT:

- Involve multi-level marketing (see next section for more information)
- Advertise for Career Fairs/Events
- Be located inside a private residence including childcare, senior care, cleaning services, pet care, home care, personal assistance, etc.
- Be paid through commission/up-front investment sales
- Involve Adult Entertainment/Adult Consumption

Shenandoah University Career & Professional Development welcomes the opportunity to partner with employers in order to provide students and alumni with jobs and internship opportunities. All employment professionals participating with Shenandoah University Career & Professional Development are required to work within a framework of professionally accepted recruiting, interviewing and selection techniques consistent with [National Association of Colleges and Employers \(NACE\) Principles for Professional Practice](http://www.naceweb.org/principles/) (<http://www.naceweb.org/principles/>). The following sections outline policies regarding the recruitment efforts of employers at Shenandoah University.

EQUAL EMPLOYMENT OPPORTUNITY (EEO) & NON-DISCRIMINATION

Employment professionals recruiting on campus and posting jobs on Handshake will be expected to maintain Equal Employment Opportunity compliance and follow affirmative action principles in recruitment activities. It is the policy of Shenandoah University and Career & Professional Development that each candidate be considered solely on the basis of qualifications, without regard to race, color, creed, religion, national origin, age, gender, sexual orientation, gender identity, genetic information, marital status, political belief or affiliation, disability, veteran status or any other bias prohibited by applicable law.

STATEMENT ON THIRD PARTY RECRUITERS

Third-party recruiters, as defined by NACE, are agencies, organizations, or individuals recruiting candidates for temporary, part-time, or full-time employment opportunities other than for their own needs. This includes entities that refer or recruit for profit or not profit, and it includes agencies that collect student information to be disclosed to employers for purposes of recruitment and employment. Shenandoah University Career



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& Professional Development does not investigate, endorse, or recommend any third-party employment services.

Third party recruiters who are hiring for positions within their own organization may participate in on-campus recruiting events.

Third party recruiters who are hiring for positions outside their own organization may post a position on Handshake. Career & Professional Development reserves the right to request and verify the identity of the clients being represented.

By participating in these services, organizations agree that they will adhere to EEO standards in all recruiting activities, that no fee will be charged to any candidate at any time, and that organizations will not disclose student information under any circumstances to other entities without the student's prior written consent.

Shenandoah University Career & Professional Development only accepts and supports third party recruiters who do not charge any fees to the students. Third-party recruiters that directly charge students for services will not be permitted to participate in any on-campus recruiting activity. In addition, third party recruiters may not disclose any student information without prior written consent from the student. Student information should never be disclosed for any reason other than recruiting purposes, nor can it be provided to other entities.

MULTI-LEVEL MARKETING STATEMENT

Multi-level marketing (also known as network marketing organizations, tier group companies, pyramid companies, etc.) are not considered "employers" by Career & Professional Development and are not eligible to participate in any recruiting services, including attendance at annual job, internship, and networking fairs. Multi-level marketing organizations are those that engage in one or more of the following practices:

- Sponsorship of an individual in setting up his/her own business for the purpose of selling products or services and/or recruiting other individuals to set up their own business;
- Requirement of an initial investment from individuals, with the organization itself serving as an umbrella or parent corporation. The initial investment may be direct payment of a fixed fee, payment to attend an orientation or training session,



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and/or purchase of a starter kit or presentation supplies regardless of if the fee is “refundable”

- Compensation is often in the form of straight commission, fees from others under their sponsorship in the organization, and/or a percentage of sales generated by others
- The employment opportunity involves on-campus solicitation
- The work assignment interferes with or negatively affects the academic progress of the students, or requires or encourages a student to discontinue his or her academic program of study

FERPA & CONFIDENTIALITY STATEMENT

Shenandoah Career & Professional Development’s student recruitment tools allow the opportunity for employers to request candidate search access and receive student applications for postings. Employers must be aware of the [Family Educational Rights and Privacy Act \(FERPA\)](#) as outlined by the Department of Education that prohibits improper disclosure of personally identifiable student information.

Please note:

- All student information you receive is confidential and may only be used for rightful recruitment purposes. Employers who are authorized to access this information have the responsibility to safeguard such information and not share it with any other entity.

Reserve the Right

Shenandoah University Career & Professional Development reserves the right to discontinue the partnership with an employer and will not grant access to students and the campus community if the employer fails to adhere to university policies and/or any violation of federal, state, and local laws.

Shenandoah University values the unique and diverse perspectives of individuals and communities locally and globally and seeks to foster mutual understanding in an inviting community where individuals are welcome and respected. The university does not discriminate on the basis of sex, race, color, religion, national or ethnic origin, age, physical or mental disability or sexual orientation.