Northwestern State University Career Center

Policies and Guidelines for Employers
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The Northwestern State University Career Center strives to enhance employment and internship opportunities for its students by offering a range of services to facilitate recruitment of prospective candidates, including, job/internship postings, on-campus recruiting, career fairs, and information sessions. The Career Center requires that any recruiting organization or individual utilizing these services must agree to the Terms and Conditions and must abide by all applicable federal, state, and local employment laws, including Equal Employment Opportunity laws, Northwestern State University rules and regulations, and the National Association of Colleges and Employers (NACE) Principles for Ethical Professional Practice. (Please see the detailed resources on page 2.)

**Handshake**

The Handshake system is a web-based portal for publicizing all bona fide full-time, part-time, seasonal, and short-term positions and other recruiting activities for small and large businesses, government agencies, nonprofit organizations, on-campus employers, households, and individuals. All recruiting organizations or individuals are expected to accurately describe their organizations, positions and position requirements when posting their information on Handshake or when representing their firms and opportunities at any campus recruiting events. Postings requiring donations, application fees, or investments or offering items or services for sale cannot be advertised on Handshake.
The NSU Career Center reserves the right to refuse service to organizations or individuals due to any of the following:

- Requiring personal information at the time of application, such as bank and social security numbers;
- Misrepresentation, whether defined by dishonest information or absence of information;
- Fraud;
- Harassment of NSU students, alumni, or staff;
- Breach of confidentiality as required by the Family Educational Rights and Privacy Act (FERPA);
- Failure to adhere to Career Center employer guidelines;
- Any violation of Northwestern State University rules and regulations;
- Any violation of local, state, or federal laws.

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Resources

US Equal Employment Opportunity Commission
- Federal Laws Preventing Discrimination Q&A
- Americans with Disabilities Act: A Primer for Small Business

US Department of Labor
- Fact Sheet #71: Internship Programs Under FSLA (PDF)
- Disability Resources/Job Accommodations
- ODEP Diverse Perspectives: People with Disabilities Fulfilling Your Business Goals

US Department of Education
- Family Educational Rights and Privacy Act (FERPA)

Other Federal Workplace Laws & Resources
- Workplace Laws Not Enforced by the EEOC

Professional
- National Association of Colleges & Employers (NACE) Principles for Ethical Professional Practice
- NACE Position Statement: Internships

Employer Use Agreement

By establishing a free account in Handshake, you agree to the following statement:

I agree that I will be solely responsible for the content of my profile and the content of all listings that I post in Handshake and that I will abide by the policies set forth by the National Association of Colleges and Employers (NACE) Principles for Professional Practice. I understand that my account may be suspended or deactivated without prior notice at any time for any reason.
Handshake Access
All Employers must register on Handshake using an official company domain to connect with NSU and post open positions. Employers registering with personal email domains will be declined. Currently, the NSU Career Center is not accepting international employer recruiting.

Third-Party Recruiters
The Career Center defines Third-party recruiters as agencies, organizations, or individuals recruiting candidates for temporary, part-time, or full-time employment opportunities for other organizations rather than for internal positions. This includes entities that make referrals or recruit for profit or not for profit, and it includes agencies that collect student information to be disclosed to employers for purposes of recruitment and employment. Examples are employment agencies, search firms, contract recruiters, venture capital firms acting on behalf of their portfolio companies, and online job posting or resume referral services. See more at NACE Principles for Professional Practice.

Currently, Northwestern State University does not allow Third party recruiters to utilize Career Center job listing services, participate in on-campus recruiting or attend career fairs without special permission. Third party recruiters wishing to recruit Northwestern State University students should contact the Career Center.

Start-ups
The Career Center has established these criteria for identifying appropriate entrepreneurial employment opportunities for promotion through its services. Start-ups must have progressed sufficiently in their business development process so that they can:

- Provide a company name, business address, website and email address, and identify a principal as the key contact;
- Verify that they are not seeking potential partners or investors;
- Confirm that they have obtained the necessary business licenses and Tax ID’s as well as sufficient funding, including identifying their funding model and investors, if requested;
- Offer positions for pay, not just for equity; see Compensation and Fees.
- Provide clearly defined organization and position descriptions in Handshake.

Those ventures who cannot meet these guidelines may recontact the Career Center at a later stage to discuss access to services.
Job Posting Policy

Please note that we do not accept the following types of postings:

- Postings with a rate of pay lower than minimum wage (internships may be unpaid or compensated with a stipend to the extent permitted by applicable law).
- “Campus Ambassador” positions, or any positions in which NSU students promote, sell, influence, or market services/products to other NSU students/faculty/staff.
- Postings from private families/individuals. This includes, but is not limited to: personal care assistants, house cleaning, nannies, tutors, and pet care.
- Postings must have an end date.
- All job postings must be for legitimate openings. No multi-level marketing jobs, mystery shopper, door-to-door sales, home-based businesses, or “business opportunity” postings are allowed.
- For a position to be listed as an internship, it must meet these requirements:
  - Must provide professional experience that relates to the student’s major field or area of career interest
  - Must be at least 80 percent professional work
  - Must occupy at least one academic term (fall, spring or summer)
  - Must be at least 10 weeks in duration during the spring or fall term, or 8 weeks during the summer
  - Must require continuous supervision by a professional (not a student) in the field
- Every full-time job must require/prefer at least a bachelor’s degree.
- The job title, description, and requirements must be included. Organizations must identify themselves, the job's title, description, requirements, and the location of the position.
- Contact information must be kept current and available to the Career Center, along with additional data (full name, address, phone, email) in your Handshake account.
- All jobs may be posted for up to 90 days and will be deactivated after the posted expiration date. Organizations will be notified when a posting is about to expire, and it is the responsibility of the employer to renew the posting, if desired, by extending the expiration date.
Recognizing that students need time to make informed decisions when comparing and responding to offers and employers need to be able to effectively manage their time-sensitive recruitment processes, the following guidelines are intended to provide students and employers a fair and transparent framework for managing the offer phase of the process in this increasingly competitive job market:

- For all offers extended for summer internships or full-time employment, employers should allow a minimum of two weeks from the date of the written offer, for students to accept or decline any offer.

- Employers are encouraged to be flexible in granting offer extensions on a case-by-case basis if the circumstances warrant it.

- The written offer should clearly state all appropriate terms and conditions, including, but not limited to, position title/description, location, benefits, start date, salary, bonuses, etc.

- All bonuses or other incentives are to remain in full effect for the entire duration of the offer period.

- Students will be encouraged to contact employers directly if they have any questions or concerns about their offers, including needing more time to make their decisions.
Compensation and Fees

- Employers offering paid positions must pay at least the Louisiana minimum wage or the applicable local minimum wage if higher (calculated over any time scale such as hourly, weekly, semi-monthly, monthly or annually).

- Cryptocurrency, bitcoin, tokens, fiat or equity are not acceptable forms of payment.

- Organizations only offering a stipend, or unpaid positions must meet the organizational definitions and requirements that allow them to do so legally, and they must clearly state the pay status when posting their opportunities on Handshake. Consult your legal counsel regarding any questions.

- Commission Sales Positions: If no initial base salary is provided, the form of remuneration should be clearly stated in the employer’s job descriptions and at the time of the initial interviews.

Exploding Offers

The NSU Career Center defines an exploding offer as any offer which does not conform with the offer guidelines listed above. Students should not be pressured to accept offers “on the spot” or “early,” whether this is based upon a shorter timeframe for consideration overall and/or due to any special diminishing incentives attached, e.g., tiered or expiring bonuses, reduced options for location preferences, etc. The Career Center expects all employers to refrain from such practices when recruiting NSU students and alumni.

Withdrawing Offers

If an employer is considering withdrawing an offer from an NSU student, for any reason, please contact the Career Center immediately.

Reporting Hiring/Salary Information

The Career Center asks employers to report all accepted full-time and internship hires via Handshake.

The Career Center reserves the right to remove job listings on Handshake or decline service to employers who do not abide by these compensation/fee guidelines.
• All valid full-time, part-time, seasonal, and short-term positions and other types of recruiting opportunities for small and large businesses, government agencies, nonprofit organizations, on-campus employers, households, and individuals that conform with the Employer Policies noted above may be posted via Handshake. However, On Campus Recruiting is intended for use by organizations recruiting for paid full-time and internship positions, not for part-time or volunteer positions.

• Preselection Screening Criteria: Major, school year, GPA and work authorization are the screening criteria used for positions in Handshake. Any student who meets these job requirements (as determined by the employer) and submits a resume will be deemed a “fully qualified” applicant. Other interested students who do not match the screening criteria will still be able to submit resumes. They will be appearing as “not fully qualified” and are available as candidates for your consideration. Therefore, enter your screening specifications carefully, but without being too restrictive, to ensure the best possible “fully qualified” applicant pool. Please note that students are unable to indicate their work authorization status in Handshake so do not rely on that qualification when screening students who are fully qualified or not full qualified. Students are able to change their year in school in Handshake so employers are encouraged to request students submit unofficial transcripts with their application to verify year in school.

• Testing: Employers must proctor/monitor any testing conducted in the Career Center within the space and time parameters arranged in advance with the Career Center.
Confidentiality of Student Information

By completing the Handshake registration form and submitting resumes and other application materials for opportunities posted on Handshake, students provide the Career Center authorization to release employment materials to those selected prospective employers. Employment professionals must maintain the confidentiality of all student information released to them, regardless of the source, including personal documents, written records/reports, and computer databases. This means that there should be no disclosure of student information to another organization without the prior written consent of the student, unless necessitated by health and/or safety considerations, in accordance with the Family Educational Rights and Privacy Act (FERPA).

Employment Eligibility

In compliance with the Department of Justice’s rulings regarding citizenship discrimination and best practices for online job postings, the NSU Career Center does no screening of candidates in Handshake based upon employment eligibility. Therefore, the Career Center encourages Employers to include employment eligibility information in their Handshake job descriptions as a point of information for potential candidates so that the candidates may self-screen.

Employers are encouraged to consult with their legal counsel and establish legally permissible internal screening procedures before posting jobs or recruiting on campus. The Career Center reserves the right to modify or remove any statements or job postings that include any potentially illegal or discriminatory language.

More information re: the DOJ’s decisions can be found at:

http://www.justice.gov/crt/about/osc/htm/best_practices.php

GPA

The Career Center does not verify the accuracy of student GPAs if they are self-reported. Employers may include this information in their job descriptions as a point of information for potential candidates. Employers may also request unofficial grade reports or transcripts from students or alumni as part of their required Handshake application documents to verify academic performance.

Alcoholic Beverages

Employers should not serve alcoholic beverages at any employer-related functions held on or off campus.

Exceptions to Policies and Guidelines

The Career Center reserves the right to make exceptions to these policies and guidelines as warranted by special circumstances, i.e., in certain situations deemed to be acceptable and beneficial to our students, the Career Center, the University, or recruiters using our services. Such exceptions will be considered on a case-by-case basis. Any exception made does not constitute a change in policy, nor is there a guarantee that this same decision will apply in the future.