



Shippensburg University Career Center Employer Policies

The Shippensburg University (SU) Career Center reserves the right to modify these policies at any time. All decisions regarding recruiting at SU are made at the sole discretion of the University, and the Career Center reserves the right to deny an employer access to services at any time.

Employers must be in good standing with Shippensburg University. Complaints received by Career Center at any time regarding the posting of inaccurate or misleading information, potential risks to the health and safety of students, unethical work practices or treatment of students and/or alumni by an employer, or any other practice which is inconsistent with the mission and values of the University will result in discontinuation of access.

These Employer Policies apply to all employers who recruit SU students. Recruiting at SU means participating in any activity that solicits SU undergraduate or graduate students for employment as interns, part- and full-time employees, volunteers, or as 1099 independent contractors. These activities include, but are not limited to, posting jobs on Handshake, participating in career fairs, hosting events for SU students inclusively or exclusively, conducting on-campus or virtual interviews, or participating in custom internship programs. By participating in these activities, you agree to our policies as outlined below.

Employment professionals participating in any Career Center services or resources are required to work within a framework of professionally accepted recruiting, interviewing, and selection techniques as stipulated in the NACE Principles for Ethical Conduct.

If you have questions regarding this policy, please contact the Career Center at career@ship.edu.

Legal and Ethical Restrictions

To protect our students, the Career Center reserves the right to refuse service to employers due to dishonesty; breach of confidentiality; fraud; misrepresentation; abuse or other harassment of Shippensburg University students, alumni, or staff; or any other violation of university rules and regulations, local, state or federal laws.

Employers are not eligible to use the Career Center if they are reported and found by the University to be acting in an unethical manner according to the NACE Principles for Ethical Conduct.

Diversity, Equity, and Inclusion

To protect our students and ensure equity and inclusivity, employers are expected to follow all applicable laws.

Non-Discrimination Statement

Shippensburg University is committed to equal access to programs, facilities, admission, and employment for all persons. It is the policy of the University to maintain an environment free of harassment and free of discrimination against any person because of age, race, color, national origin, sex, sexual orientation, gender identity, gender expression, physical or mental disability, marital status,

pregnancy and parenting students, religion, and veteran status. Discriminatory conduct and harassment violate the dignity of individuals, impedes the realization of the University's educational mission, and will not be tolerated. Conduct prohibited by this policy may also violate applicable federal and state law. This policy shall not be construed to restrict academic freedom at the university, nor shall it be construed to restrict constitutionally protected expression. Questions of complaints regarding this policy should be directed to the Assistant Vice President for Inclusion and Belonging and the Director of Social Equity at 717-477-1161 x3713.

Sexual Misconduct and Harassment

It is expected that your organization and its representatives will treat all Shippensburg University students with respect and courtesy and will exhibit high standards of professionalism throughout the recruitment process.

Employers are responsible for the conduct of their recruiters and representatives and for any representation made by those individuals, and can encourage responsible recruiting by:

- Ensuring that recruiters and representatives have training to avoid bias, discrimination, and harassment in the recruiting process; and

Confidentiality

Employment/recruitment professionals will maintain confidentiality of student/alumni information regardless of the source and will not release it to any other organization without the prior written consent of the student/alum.

Handshake Employer Requests – Minimum Requirements

To vet opportunities appropriately and confidently for our students, employer requests to connect on Handshake must demonstrate **ALL** the following minimum requirements:

- A complete contact name (both first and last)
- A company description
- A corporate address (residential/private addresses cannot be accepted)
- An email address with a listed domain that matches the company name and website (i.e., johnsmith@acompany.com and www.acompany.com)
- A company website (does not have to be active) that matches the company name. Facebook/LinkedIn/Twitter company pages are not sufficient.
- An EIN and/or a business license from the state in which your company operates their business

In addition to the above listed elements, your company may be subject to additional requirements; please review the below listed information to see if any of the following applies to your business or recruitment on Handshake. Employers must be in good standing with the University Career Center and may not be past due on fees owed to the Career & Internship Center for services or facilities provided.

*Household/Domestic needs: Due to limited candidate interest, we do not post domestic/household postings to Handshake.

Job Offers

The National Association of Colleges and Employers (NACE) advises that, “Experience shows the best employment decisions for both students and employers are those that are made without pressure and with the greatest amount of information and transparency. Students given sufficient time to attend career fairs, participate in on-campus interviews, and/or complete the interviewing in which they are currently engaged are more likely to make good long-term employment decisions and may be less likely to renege on job acceptances.”

Candidates should have a reasonable response time to make an informed decision once an offer is extended. We recommend that you allow adequate time for students to reflect, consult trusted connections and make an informed decision. Additional considerations are available on [the NACE website](#).

Recognizing that students need time to make informed decisions when comparing and responding to offers, the following guidelines are intended to provide students and employers with 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, including return offers, employers should allow a reasonable period of time, from the date of the written offer for students to accept or decline.**
- Employers are encouraged to remain flexible in granting offer extensions on a case-by-case basis as circumstances warrant.
- 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 remain in full effect for the entire 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 decisions.

Exploding Offers

Exploding offers and special incentives such as diminishing bonuses or location preference should not be used to encourage early acceptance of a job offer.

Unpaid Internships at For-Profit Organizations

It is highly recommended that organizations pay interns for work performed. If your organization cannot offer a paid internship, please consider helping the student with a stipend for expenses related to their internship, such as transportation costs, meals, etc.

If your organization hosts unpaid internships, we recommend that you review the U.S. Department of Labor’s Fair Labor Standards Act on Internship Programs, portions of which are provided below.

U.S. Department of Labor Wage and Hour Division (Updated January 2018)

This [fact sheet](#) provides general information to help determine whether interns and students working for “for-profit” employers are entitled to minimum wages and overtime pay under the Fair Labor Standards Act (FLSA).

Where to Obtain Additional Information

For additional information, visit our Wage and Hour Division Website:

<http://www.wagehour.dol.gov> and/or call our toll-free information and helpline, available 8 a.m. to 5 p.m. in your time zone, 1-866-4USWAGE (1- 866-487-9243).

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 to the point 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, tax IDs, and sufficient funding, including identifying their funding model and investors, if requested.
- Offer positions for pay, not just for equity; compensation must meet state minimum wage expectations.
- Provide clearly defined organization and position descriptions in Handshake.

Fees Charged to Candidates

Employers that require students or alumni to purchase a franchise, purchase supplies, pay for training or orientation, invest or pay a ‘start-up’ or application/access fee as a condition of employment will not be allowed access to any Career Center services. Because it is ultimately a student’s decision to participate, organizations are free to recruit Shippensburg University students through means outside of the Career Center.

Third-Party Employers

Employment agencies, temporary agencies, and search firms are eligible to utilize a limited selection of our services but MUST abide by the guidelines outlined below. By choosing to move forward with Career Center recruiting opportunities, you agree to these guidelines.

- Third-party employers may post positions through the Career Center portal, understanding that the client’s name must be disclosed if requested by the Center.
- Third-party recruiters may participate in Career Center job and internship fairs; the name of employers a third-party recruiter is recruiting on behalf of should be made available to any candidate or Career Center representative who inquires.

- Third-party recruiters sourcing candidates for internal positions at their organizations may use the Career Center's On-Campus Interview Program.
- Under no circumstances may fees be charged to candidates.
- The Career Center reserves the right to verify any client information provided by a third-party recruiter and reserves the right to enact further allowances or restrictions at their discretion.

Use of alcohol

The use of alcohol by anyone under the age of twenty-one (21) at any point during on-campus recruiting is prohibited. Organizations violating this policy will no longer be eligible to participate in career events or programs.

Disclaimer

- All hiring and compensation for work performed by student employees is handled directly between the student and the employer. The Career Center does not perform background checks on students applying for jobs or employers posting job opportunities.
- Employers and students are encouraged to request reference information from each other as needed to establish qualifications, credentials, and overall fit between the employer and the student applicant.
- The Career Center reserves the right to use discretionary judgment based on an organization's circumstances when determining whether to further grant or limit access beyond this policy.