



Employer/Recruiter Guidelines for Handshake

The University of Portland Career Education Center (CEC) provides the University of Portland (UP) Handshake job and internship posting site as an exclusive service to University of Portland students and alumni as well as employers seeking to hire UP students and alumni for job or internship positions. Benefits to employers granted access to UP Handshake include the ability to:

- Post jobs or internships for free
- Directly connect to qualified UP students and alumni
- View UP student and alumni profiles if they have allowed employer access
- Directly access and manage employer account information
- Request on campus interviews

The following guidelines have been developed to further a mutually beneficial relationship for employers and for UP students and alumni.

EMPLOYER GUIDELINES FOR USE

University of Portland adheres to the National Association of Colleges and Employers' (NACE) Principles for Professional Practice as well as the Equal Employment Opportunity Commission (EEOC) guidelines. By creating an account on UP Handshake, the employer agrees to abide by NACE and EEOC standards as well as the guidelines set forth by University of Portland. Failure to abide by these standards and guidelines may result in discontinuation of access to UP Handshake.

The UP Career Education Center adheres to these guidelines to ensure the quality of our services and reserves the right to modify these standards and guidelines at any time. All decisions regarding services provided via UP Handshake are made at the sole discretion of the Career Education Center and the University of Portland. The Career Education Center reserves the right to remove any accounts and/or postings from UP Handshake at any time.

To be **eligible for approval**, employer accounts and postings must meet requirements that include, but are not limited to, the following:

- Account profiles must have verifiable contact information.
- Employer must have an ACTIVE business registration in the United States (Corporation, LLC or other)
- Employer practices must be consistent with the mission and values of the University of Portland, as determined by the Career Education Center.
- Employers must be in good standing with the University of Portland. Complaints received by the CEC at any time regarding unethical work practices or treatment of students and/or alumni by an employer will result in discontinuation of access.
- Postings must be relevant to programs of study offered by the University of Portland and appropriate for college students and/or graduates, as determined by the CEC.
- Postings created by third parties must be for a single company. The description of the job posting must clearly state both the company name as well as the fact that you represent a third party firm recruiting on behalf of the company. You may not disclose any student information to another party without the written consent of the student/alumni.
- Postings must contain outlined job descriptions and expectations. Specific compensation information is strongly recommended.

In addition to the above criteria, internship postings must also:

- Meet the definition and legitimacy criteria outlined by the University of Portland. For more information about these criteria, go to <https://www1.up.edu/career/files/what-is-an-internship-employer.pdf>
- Paid internships that do not meet the University of Portland criteria may be eligible to be posted as part-time jobs.
- Unpaid internships in the public sector and non-profit charitable organizations where the intern volunteers without expectation of compensation are generally permissible.
- Compensation information should be clearly indicated within the internship posting description.
- The granting of academic credit for internship opportunities is solely the authority of University of Portland faculty members and must be arranged by the student.

Employer accounts and postings **not eligible for approval** include, but are not limited to, the following:

- Positions that do not provide appropriate compensation that meets applicable federal and state minimum wage laws
- Positions that require the purchase of equipment or a financial investment prior to employment

Postings considered for approval on a case-by-case basis include, but are not limited to, the following:

- Teaching abroad positions
- Third-party international internship programs
- Positions that require employees to go door-to-door
- Commission only part-time or full-time positions
- Multi-level marketing, pyramid selling, or other positions in which the employee's compensation is fully or partially based on the sales of other employees recruited by him or her
- Positions that ask students or alumni to solicit friends, family or other members of the University of Portland community for any reason

EQUAL OPPORTUNITY STATEMENT

Any company, organization, or individual posting on UP Handshake is subject to the federal requirements for equal opportunity employers and all applicable state and federal laws, and is therefore required to give equal consideration to applicants without regard to race, color, religion, national origin, sex, marital status, sexual orientation, veteran status, disability, or other protected classifications. To indicate your adherence to these requirements, initial the EOE status statement when you create your account.

DISCLAIMER

Listing of job postings on UP Handshake should not be deemed as a representation by University of Portland of an employer's fitness or credentials. University of Portland expressly disclaims any liability which results from any applicant's response to any job or internship posted on UP Handshake. University of Portland reserves the right to make changes to or deny access to the online job board at its sole discretion.

If you have questions about UP's employer guidelines, please contact:

Career Education Center
career@up.edu | 503.943.7201

Amy Cavanaugh, Director
cavanaugh@up.edu | 503.943.7749

RESOURCES

Equal Employment Opportunity Commission:

<http://www.eeoc.gov/facts/ganda.html>

<http://www.eeoc.gov/laws/index.cfm>

Department of Labor Fact Sheet #71 (PDF) - Internship Programs Under FLSA:

<http://www.dol.gov/whd/regs/compliance/whdfs71.htm>

Family Educational Rights and Privacy Act (FERPA):

<http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

National Association of Colleges & Employers (NACE) Principles for Professional Practice:

http://www.nacweb.org/Knowledge/Principles/Principles_for_Professional_Practice.aspx?referral=knowledgecenter&menuID=203

NACE Position Statement: Internships:

http://www.nacweb.org/connections/advocacy/internship_position_paper/

US Department of Justice's Best Practices for Online Job Postings:

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