



Recruiting Guidelines & Policies

NACE Principles for Ethical Professional Practice: The Kutztown University Career Development Center is a member of the National Association of Colleges and Employers (NACE). In accordance with our commitment to maintaining the standards of this professional organization, the career center expects students and employers to adhere to principles of college recruiting in the NACE Principles for Ethical Professional Practice:
www.naceweb.org/principles

Approval for Registration & Job/Internship Posting through Handshake: Employers who adhere to these guidelines and policies are invited to register and post positions for students and alumni. **Please be aware that due to the high volume of postings received, the Career Development Center cannot create, maintain, or edit postings for employers.**

Within Handshake, Employer Accounts will NOT BE APPROVED if:

- Legitimacy of the company/organization cannot be verified through an internet search and/or correspondence with other career services professionals which exposes negative reviews, 'red flags', or reports of unprofessional behavior.
- Company/organization is an online resource for the purpose of promoting networking and job opportunities, including career information websites and job seeker resources.
- The company is an entrepreneurial start-up wishing to post unpaid internship/job opportunities.
- Contact phone number is not provided.
- Contact email is from a personal account (Gmail, Yahoo, AOL, Ptd, Comcast, etc.) instead of a company domain.
- Company does not have an established web presence with a developed and detailed website. (Organizations with underdeveloped, sparse, non-existent, or vague websites will not be approved to use Handshake.)

Within Handshake, Job/Internship Postings will RECEIVE ADDITIONAL SCREENING and/or will NOT BE APPROVED if:

- Contact has not agreed to Kutztown University Recruiting Guidelines & Policies.
- Position is non-career related including temporary, part-time, or seasonal opportunities.
- Company profile is significantly changed after initially being approved for job postings.
- Positions requiring funding/money for supplies and/or training do not clearly state the financial obligation.
- Position requires candidates to work in a private residence.
- Position requires candidates to recruit other members or sub-distributors.
- Position requires candidates to spend money & then receive reimbursement, such as Mystery Shopper positions.

Internships:

Paid vs. Unpaid: Organizations which do not intend to provide compensation for undergraduate or graduate internships should review the Fair Labor Standards Act as it relates to [Internship Programs](#). Positions which appear to violate these standards will not be approved.

Academic Credit: Approval of paid or unpaid internship opportunities for academic credit must be coordinated directly with the appropriate academic department(s). The Career Development Center is not involved in approving internship opportunities for academic credit.

Third Party Recruiters: Third-party recruiters are defined as agencies, organizations, or individuals recruiting candidates for temporary, part-time or full-time employment opportunities other than for their own staffing needs. Third-party recruiters seeking to conduct on-campus recruiting will be required to disclose to the Career Development Center identification(s) of employers for whom the third-party recruiter is acting.

Third party recruiters that do not charge an application fee may use Handshake to post announcements of job or internship opportunities, but they are not authorized to view resumes. Third party recruiters that charge a fee to candidates will be denied access to Handshake.

Foreign-based Firms: Employers that are foreign-based firms with no U.S. locations and third-party recruiters who represent foreign-based firms with no U.S. locations will not be eligible to use Handshake.

Entrepreneurial Investments in Recruitment: Employing organizations requiring a financial investment on the part of the student to participate in an internship or full-time permanent position (e.g., the purchase of a demonstration package or payment for a required training program) will do so only if
1) the student has the opportunity to rent necessary equipment/materials; and/or 2) the student is fully informed on the amount and specific uses of required fees as well as whether or not a reimbursement policy exists.

Commission-Only Opportunities: Employers with commission-only opportunities must explicitly state the precise nature of the work and the compensation in their job posting and all correspondence with candidates.

Recruiting Opportunities Involving Solicitation on Campus: The Career Development Center will not promote job and/or internship opportunities that require students to act in a 'student ambassador' or 'campus representative' role to solicit, sell, promote, and/or give away products or services on campus. This policy is in response to Kutztown University Policy STU-031.

Non-Discrimination Policies: Employers posting positions or recruiting on campus will be expected to maintain EEO compliance. Employers should consider all interested candidates for employment opportunities without regard to sex, race, ethnicity, national origin, age, disability, religion, sexual orientation, gender identity, or veteran status.

Kutztown University is committed to Affirmative Action, equal employment and educational opportunity in compliance with Titles VI and VII of the Civil Rights Act of 1964, Executive Order 11246, the Educational Amendments under Title XI of 1972, Sections 503/504 of the Rehabilitation Act of 1973, The Vietnam Era Veterans Readjustment Asst. Act of 1974, The Age Discrimination Act as amended, the Pennsylvania Veterans Preference Act, the Civil Rights Restoration Act of 1987 and the Americans with Disabilities Act of 1990 and its amendments. Kutztown University provides reasonable access to facilities and programs. Please address Affirmative Action/Equal Opportunity inquiries to the Social Equity Office at (610) 683-4700. For questions about access or accommodations, call the Disability Services Office at (610) 683-4108.

Rights Reserved: The Career Development Center at Kutztown University reserves the right to investigate complaints by students, staff, or faculty about employers or internships/jobs posted through Handshake. If it is determined that a complaint is justified, the KU Career Development Center may choose to deny employer services and report the offending organization to appropriate agencies. The Career Development Center also reserves the right to deny any employer in violation of the above guidelines and policies.

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