

Marian University-WI—Career Services Center
Employer Approval Guidelines: Handshake Posting and On-Campus Recruiting

Marian University-WI Career Services Center utilizes Handshake, an online career platform, as a service to Marian University-WI students and alumni, and employers, seeking to hire Marian University-WI students and alumni for jobs and/or internship positions. Marian University-WI Career Services Office also provides the opportunity for employers to host Employer Spotlights and hold on-campus interviews.

Marian University-WI Career Services Center adheres to [the National Association of Colleges and Employers' \(NACE\) Principles of Professional Practice](#), and the [Equal Employment Opportunity Commission \(EEOC\) guidelines](#). Employers who create an account on Handshake and/or recruit on-campus must agree to abide by NACE and EEOC standards, as well as standards of Marian University-WI.

Marian University-WI Career Services Center upholds these guidelines to ensure quality of services and reserves the right to modify these guidelines at any time. All decisions regarding services provided via Handshake or on-campus recruiting are made at the sole discretion of the University, and Marian University-WI Career Services Center reserves the right to remove any accounts and/or posting from Handshake or refusal of service at any time. Furthermore, Marian University-WI Career Services Center will not create postings on behalf of a company.

Employers must be in good standing with Marian University-WI. Should complaints be received by Marian University-WI Career Services Center at any time regarding unethical work practices or unfair treatment including but not limited to: discrimination, harassment, threats, unsafe working conditions or other questionable circumstance, of students and/or alumni by an employer may result in discontinuation of access and refusal of service.

Employers recruiting interns must follow the criteria for an experience defined as an internship by the [National Association of Colleges and Employers Position Statement on US Internships](#). For-profit companies must pay interns at least minimum wage. If a for-profit company is offering an unpaid internship, it must meet the [Department of Labor's Fair Labor and Standards Act seven-factor test](#).

Employers must include accurate information in the Handshake account or on their website for Marian University-WI Career Services Center to determine if the positions to be posted are in line with the Marian University-WI. This includes:

- Verifiable contact information, including point-of-contact (first and last name) within the organization
- Company description;
- Email address that matches the domain of the organization's website;
- Active website, including career opportunities;
- Physical street address;
- Responsibilities of the position, type of business and employer are clearly identified.

Employers who have been approved access to Marian University-WI Handshake have the ability to:

- Access and manage employer account information;
- Post career-related jobs and internships;
- Request to post events;
- Request and manage on-campus interviews;
- Contact Marian University-WI students via Handshake who are qualified for positions.

Employer accounts not eligible for approval include:

- Employers offering services in direct moral conflict with Marian University-WI policies, mission and core values;
- Services that are illegal in accordance to Wisconsin state and federal law;

- Foreign based, non-domestic jobs and or internships;
- Misrepresentation, whether by dishonest information or absence of information;
- Requirement of payment for placement, participation, training, or requirement to purchase, lease or rent sales kits, samples, presentation supplies or the like.
- Unprofessional profile e.g. spelling and grammatical errors;
- Employers who primarily offer positions not in line with Marian University-WI Career Services Center, including, but not limited to:
 - Personal jobs e.g. babysitting, lawn care, etc.;
 - Tutoring Companies;
 - Nanny and Au Pair Firms;
 - Teaching English Abroad Programs;
 - Graduate and Professional School Programs.

Employer account eligible on a case-by-case basis:

Third Party Recruiting Firms, providing the firm meets all guidelines as noted above.

Violation of policies, guidelines, laws

Violations of guidelines or policies will be investigated on a case-by-case basis. Should an employer be found in violation of the above guidelines and/or university policies, access to services (on-campus interviews, employer spotlights, event attendance, access to Handshake, etc.) may be revoked. All employers are expected to comply with Marian University-WI policies and US employment laws.