



Handshake Employer Position Approval Policy:

Wittenberg University provides Handshake, an online career platform, to students, recent alumni, and employers seeking to hire Wittenberg students and recent graduates for career-related jobs or internships. Additionally, Handshake is Wittenberg University's preferred platform for on-campus student employment.

Employers with access to Handshake at Wittenberg University may:

- Post career-related jobs and internships
- Post career-related events
- Request and manage interviews
- Connect directly to qualified Wittenberg students and recent alumni within five years of graduation
- Access and manage employer account information

The following guidelines have been developed to build a relationship between employers and Wittenberg University students and recent alumni.

Employer Guidelines for Use:

- Employers must include adequate information in their account or on their website for Wittenberg University to determine if the types of roles that will be posted by the organization are in line with the posting guidelines.
- Employers must be in good standing with Wittenberg University. Complaints received by Wittenberg University regarding unethical work practices or treatment of students and/or recent alumni by an employer will be investigated and may result in discontinuation of access.
- Employers may contact students only for recruiting/employment purposes. The selling or soliciting of goods and/or services to students via Handshake or via information found on Handshake is not allowed. Student contact that is deemed unprofessional by Wittenberg University will not be tolerated and the offending employer may be permanently blocked from usage.
- Employers who indiscriminately post numerous jobs in the system with no consideration for Wittenberg University's posting guidelines may be deactivated.
- Wittenberg University adheres to the National Association of Colleges and Employers' (NACE) Principles for Professional Practice, as well as the Equal Employment Opportunity Commission (EEOC) guidelines.

<https://www.naceweb.org/career-development/organizational-structure/principles-for-ethical-professional-practice/>



<https://www.eeoc.gov/laws-guidance-0>

- By creating an account on Handshake, the employer agrees to abide by NACE and EEOC standards as well as the guidelines set forth by Wittenberg University. Failure to abide by these standards and guidelines may result in discontinuation of access to Handshake.
- Wittenberg University follows these guidelines in order to ensure the quality of our services and reserves the right to modify them. All decisions regarding services provided via Handshake are at the sole discretion of Wittenberg University, and the university reserves the right to remove any accounts and/or postings from Handshake.

To be eligible for approval, employer accounts and position postings must be complete based on the following.

Employer accounts must include:

- Verifiable contact information with at least one point of contact within the organization
- A clear and complete company description
- An email address that matches the domain of the organization's website
- An active website
- A verifiable physical address

Career-Related Jobs posting requirements:

- Target majors, programs, and interests of Wittenberg University students
- Include a clear and complete job description
- Include the location of the position

Internships posting requirements:

- Target majors, programs, and interests of Wittenberg University students
- Include a clear and complete job description
- Include the location of the position
- If unpaid, meet the criteria from the Department of Labor's Test for Unpaid Interns and Students: <https://www.dol.gov/agencies/whd/fact-sheets/71-flsa-internships>

Part-Time Jobs posting requirements:

- Offer hours, schedule, and a location suitable for a Wittenberg University student
- Include a clear and complete job description



- Include the location of the position

Volunteer Positions posting requirements:

- Offer hours, schedule, and a location suitable for a Wittenberg University student
- Include a clear and complete job description
- Include the location of the position

Employer accounts and position postings NOT eligible for approval include:

- Employers offering services in direct conflict with Wittenberg University's mission. <https://www.wittenberg.edu/about/mission-values>
- Organizations that charge fees for participation or placement, including out-of-pocket financial expenses.
- Employer profiles that contain spelling or grammatical errors or are otherwise unprofessional.
- Commission-based positions that do not clearly state the compensation arrangement in the job posting.
- Organizations offering opportunities to participate in research studies or contests.
- Employers that offer services that are illegal according to Ohio state and federal law
- Multi-level marketing (MLM) organizations, where the revenue of the MLM company is derived from a non-salaried workforce selling the company's products/services, while the earnings of the participants is derived from a pyramid-shaped commission system.
- Third-party recruiters/staffing agencies that do not comply with the below conditions:
 - All staff associated with the Handshake account must self-disclose their status as a third-party recruiter.
 - Include the identity of the employer being represented and the nature of the relationship between the agency and the employer in the job posting, and permit Career Development to verify this information by contacting the named client.
 - Charge no fees to the candidate.
 - In accord with the Family Educational Rights and Privacy Act (FERPA), release candidate information provided by the university exclusively and only to the identified employer. Re-disclosure of candidate information is not permitted.
 - Comply with all federal and state Equal Employment Opportunity (EEO) laws (Title VI and IX, and ADA) and all other Wittenberg University policies.



- Organizations that primarily offer positions that are not in line with posting guidelines, including but not limited to:
 - Any personal service-oriented jobs for individuals rather than organizations.
- Employer accounts eligible on a case-by-case basis:
 - Tutoring firms
 - Personal assistant
 - Third-party recruiting firms provided they meet all guidelines outlined

Right of Refusal

Wittenberg University reserves the right to terminate from or refuse the participation of any organization in one or all recruiting activities. Reasons may include misrepresentation, complaints by students/recent alumni or violation of Wittenberg University's recruiting policies. Furthermore, we reserve the right to deny organizations access to one or all recruiting activities that are in direct conflict with Wittenberg University's mission. All decisions concerning registration of companies and organizations are made in sole discretion of the university.