

## **Tiffin University Employer Policies for Handshake**

Tiffin University utilizes Handshake, an online career searching and candidate marketing platform, to provide support for students and alumni, and employers seeking to hire them for career-related jobs or internships. Additionally, Handshake is TU's preferred platform for on-campus student employment.

### **The Tiffin University Office of Career Services will provide aid and recruiting opportunities to organizations, companies, and/or employers through Handshake, provided they:**

- Offer bona fide full-time, part-time, internship, and on-campus positions to Tiffin University students and alumni.
- Adhere to the employment guidelines as designated by the U.S. Department of Labor, the Americans with Disabilities Act and the Equal Employment Opportunity Commission, NACE Principles for Professional Conduct, Tiffin University Policies, and local, state, and federal laws.
- Remain in accordance with the [Family Educational Rights and Privacy Act](#), and ensure that candidate information provided to employers is released only to the identified employer. Re-disclosure of candidate information is not permitted.
- Do not offer opportunities involving unauthorized solicitation, posting of materials, or sale of products and services.
- Do not require any type of payment or investment - with the organization itself serving as an umbrella or parent corporation. Investments of this type may include, but are not limited to: requirement to attend unpaid orientation or training sessions, direct payment of a fixed fee, direct payment to be placed into a job or internship, any requirement to pay an application fee, payment to attend orientation or training sessions, and/or the purchase or rent of starter kits, sales kits, samples, or presentation supplies.
- Are not a company who is involved with the use production, testing, or distribution of recreational or medical Marijuana.
- Do not require information from candidates that could act as unlawful screening criteria, such as a photo or access to social media.

### **Career Services will not post a position in Handshake if:**

- The employment opportunity involves on-campus solicitation or on-campus sales.
- The job seeker is required to purchase, rent, or obtain any type of sales kit, presentation supplies or contact list. With the exception of personal devices (i.e. cell phone, laptop).
- The job seeker is not a direct employee of the organization, including direct marketing and multi-level-marketing.
- The job seeker is required to obtain a line of credit, or accept checks or packages by mail.
- The employment or internship opportunity is contingent upon the job seeker paying a fee for employment or placement services.
- The position is for a home-based business or resides in a private residence unless overseen by an approved agency.
- There is not enough information provided in the posting to verify that the organization is an established company.
- The posting is for advertisements for competitions or contests.
- Commission-only postings will be evaluated on a case-by-case basis.
- Employer postings tagged for "Legal Considerations" will be evaluated on a case-by-case basis. Information regarding Handshake employer tagging policies can be found [here](#).
- If you are a Third-Party Recruiter posting a job for a client, and you do not disclose the client's company name within the job description.

### **Employers recruiting interns must adhere to the above and also must:**

- When applicable, adhere to Tiffin University's internal policies and procedures regarding the academic requirements of a student intern for the duration of their on-site experience - duties to be carried out by a designated site supervisor (pertaining only to internships formally registered for course credit by the student through the institution).
- Abide by the criteria for an experience to be defined as an internship, set forth by the National Association of Colleges and Employers' Position Statement on U.S. Internships, [found here](#).

- Clearly demonstrate that the position is primarily for the educational and career training benefit of the student. There must be supervision by professional staff, ongoing training, and feedback.
- For-profit companies offering unpaid, stipend, and/or internships must uphold the [Dept. of Labor's Fair Labor Standards Act Internship Fact Sheet #71](#).

**Employers with commission-based or franchise opportunities must adhere to the above and must also:**

- Disclose that compensation is based partially or solely on commission.
- Disclose the opportunity is running one's own business through a franchise.
- Do not charge penalties, fees, or withhold earnings if the franchise leaves the program.

**When posting any type of position in Handshake, employers must adhere to the above, as well as take the following best practices into consideration (not requirements for acceptance):**

- Have a completed, populated, and verified Handshake Employer Account with a designated (general) point of contact within the organization (to remain unchanged except in cases of employee turnover) listed on said employer page.
- List the name and contact information for a hiring manager or appropriate Human Resources liaison for each individual job posting (subject to change for each vacancy).
- Accurately describe the responsibilities and requirements of all posted positions.
- Provide essential information concerning the nature of the position or compensation, including, but not limited to: commission only, job responsibilities, salary, applicant requirements, and all necessary employer registration information.

**Exceptions to Our Policies**

The Tiffin University Office of Career Services reserves the right to make exceptions to our policies for situations we deem to be acceptable and beneficial to our students, our department, or recruiters utilizing our services. Such exceptions will be considered on a case-by-case basis, and do not necessarily constitute a change in policy, or guarantee that this exception will be made again in the future.

**Grievances**

Career Services staff will investigate all allegations by users of our services about job postings, employers, or work assignments. During an investigation, we may revoke an employer's use of our services. If Career Services determines that a complaint is justified, we may choose not to offer recruiting activities to the employer. Career Services will notify the employer in writing of the decision.

**Withdrawal or Denial of Services**

Employers or organizations that violate any of TU's employer policies are prohibited from using the Office of Career Services' resources.

