

## Edgewood College Employer Recruiting Policy

The purpose of this document is to outline the policies and expectations that have been developed by Edgewood College and the Career Development Department (CDD) to promote a fair and equitable recruiting experience on behalf of our employer partners as well as our students. It is the expectation of Edgewood College and the CDD that employers who participate in recruiting Edgewood College students - either on-campus or through our online career management system, Handshake – become familiar with the following policies and continue to reference them throughout the year as needed. These policies are grounded in Edgewood College values, professional standards and employment law.

Edgewood College allows legitimate businesses in possession of a federal tax identification and/or employer identification number to post information about current job and internship opportunities via Handshake, as well as to recruit directly on-campus. Organizations not in possession of a federal tax or employer identification number may post listings or be invited to campus at the discretion of Edgewood College.

Employers seeking to recruit for their positions with Edgewood College will be held accountable in following the [National Association of Colleges and Employers \(NACE\) Principles for Ethical Professional Practice](#), and comply with [EEO](#) and [Affirmative Action](#) principles in their recruiting activities.

### **The NACE principles are doctrines through which to base recruiting efforts:**

- Maintain a recruitment process that is fair and equitable
- Support informed and responsible decision making by candidates

Edgewood College reserves the right to deny access to our online career management system and on-campus recruiting or interviewing to any employers who have been determined to have not conducted their recruiting efforts legally, ethically, or in compliance with these policies.

Employers are expected to maintain a professional and collaborative working relationship with Edgewood College faculty and staff. To ensure this, Edgewood College requires that employers follow the established policies and procedures outlined in this section, meet necessary deadlines to ensure fair and efficient operation of on-campus employment recruiting, as well as maintain the confidentiality of student data as defined by the [Family Educational Rights and Privacy Act \(FERPA\)](#).

If you have questions or would like to receive a printable version of the Edgewood College Employer Policy please contact: [success@edgewood.edu](mailto:success@edgewood.edu)

## **Non-Discrimination Policies**

Edgewood College is an [equal opportunity](#) employer and educator. Candidates are considered on the basis of qualifications, without regard to race, color, sex, religion, national origin, age, disabilities, sexual orientation, or veteran status. All recruiters partnering with Edgewood College must observe the non-discrimination requirements outlined in the [Age Discrimination in Employment Act](#), [Title VII of the Civil Rights Act of 1964](#), the [Americans with Disabilities Act](#), the [Equal Employment Opportunity](#) (EEO) standards, and [State of Wisconsin employment laws](#).

## **Job Postings and On-Campus Recruiting**

All position postings and requests for on-campus recruiting and/or interviews are reviewed and approved by Edgewood College. Edgewood College may review job descriptions posted by any employer for content and appropriateness and reserves the right to remove or deny postings without notice or explanation to the employer. In addition, Edgewood College reserves the right to refuse or discontinue the participation of any organization involved in recruiting activities on-campus or through Handshake. Reasons may include misrepresentation through dishonesty, omission of relevant information, or complaints issued by students or alumni. Additionally, Edgewood College reserves the right to remove organizations or job postings that pose any risk to a student's personal or financial well-being in compliance with the [Family Educational Rights and Privacy Act \(FERPA\)](#).

In order to access online recruiting services offered by Edgewood College, employers must create an account on Handshake. Multiple users may not access or utilize information in one contact account.

Employer registration for accounts on Handshake must include:

- Organization name
- Full name of organizational contact with corporate email domain that is associated with the organization. Registration will be reviewed with the possibility of denial if the email address is a Gmail, Yahoo, Hotmail, or other type of account not directly associated with the organization in question.
- Website address that clearly aligns with the organization and contains information that is helpful to applicants. Website must NOT be in a beta/testing phase nor should it include "coming soon" or "under construction" language. Social media sites (Facebook, LinkedIn, etc.) are not accepted in taking the place of an official website.
- A physical address and phone number directly associated with the organization. If the address is a P.O. Box, the situation will be reviewed by Edgewood College with the possibility of denial.

## **Posting Positions**

Job and internship postings are managed through Edgewood College's online career management system: Handshake. Creating an account on Handshake is free and enables employers to provide current organization and contact information, as well as post and manage positions that Edgewood College students and alumni can view and apply for. Approved positions will remain on Handshake for the stated timeframe provided by the employer (typically not exceeding 60 days). Once a posting has expired, it is the employer's responsibility to see that it is reposted if the employer has an ongoing need.

"Blind" postings will not be accepted on Handshake. All jobs and internships must be submitted under the name of the employer. Third party organizations recruiting candidates for a client, must post all positions under their own organization/agency name, not that of their client.

## **On-Campus Recruiting**

Employers may request to visit Edgewood College for the purpose of on-campus employment recruiting activities by contacting the Career Development Department at [success@edgewood.edu](mailto:success@edgewood.edu).

Recruiting for positions (full time, part time, internship etc.) is prohibited in classrooms, academic buildings and/or offices without an invitation extended from Edgewood College.

Please note that alcohol may not be a part of the recruitment process on or off of campus. This includes on company tours, at receptions and/or dinner parties.

## **Work in Private Homes**

Edgewood College's commitment to community engagement and work toward the common good means that individuals and/or families seeking child care, nannies, home maintenance, moving assistance, etc., are welcome on Handshake. Individuals and/or families are required to adhere to the same government laws/regulations and Edgewood College guidelines as any other organization.

## **Compensation**

Private sector, for-profit employers are required to comply with the United States Department of Labor Guidelines concerning compensation. Review the Department of Labor (DOL) [Fair Labor Standards Act](#) for details.

Job postings must list compensation details and should clearly state if the position is 100% commission, list the base salary if it is partially commission-based, or provide detailed clarity on how the participant will be compensated.

## **Multi-level Marketing, Franchise, & Independent Contractor**

Edgewood College does not permit the posting of job or internship opportunities for which a monetary investment on the part of the student is required. This includes, but is not limited to, the purchasing or renting of equipment and/or presentation materials or the payment of a fee for training or placement. In addition, Edgewood College will not accept postings for positions for which a student would incur a fee or fine for early termination of employment.

## **Professional Conduct**

Edgewood College requires any organizational recruiting activity, be it on-campus or through Handshake, comply with the [National Association of Colleges and Employers \(NACE\) Principles for Professional Conduct for Career Services Employment Professionals.](#)

## **Losing Recruitment Privileges**

Violating campus policies and/or government regulations will result in the revocation of an employer or individual recruiter's access to recruiting Edgewood College students on Handshake, as well as on-campus. Restoration of recruitment privileges will be determined at the discretion of Edgewood College.

## **Internship Guidelines**

An internship is a form of experiential learning that integrates knowledge and theory learned in the classroom with practical application and skills development in a professional setting. Internships give students the opportunity to gain valuable applied experience and make connections in professional fields they are considering for career paths; and give employers the opportunity to guide and evaluate talent. (– *National Association of Colleges and Employers*)

**Internships at Edgewood College, founded in the Dominican tradition, focus on our COR questions:**

- *Who am I and who could I become?* Internships help students explore environments that parallel with their personal identity, values and interests.
- *What are the needs and opportunities of the world?* Internships allow students the opportunity to apply and develop their knowledge, skills and abilities to real-world experiences.
- *What is my role in building a just and compassionate world?* Students will explore career options that fit who they are and match their skills to the needs of the world – either clarifying or opening their minds to pathways to pursue after graduation.

## **CRITERIA FOR AN EXPERIENCE TO BE DEFINED AS AN INTERNSHIP:**

1. The experience must be an extension of the classroom: a learning experience that provides for applying the knowledge gained in the classroom. It must not be simply to advance the operations of the employer or be the work that a regular employee would routinely perform.
2. The skills or knowledge learned must be transferable to other employment settings.
3. The experience has a defined beginning and end, and a job description with desired qualifications.
4. There are clearly defined learning objectives/goals related to the professional goals of the student's academic coursework.
5. There is supervision by a professional with expertise and educational and/or professional background in the field of the experience.
6. There is routine feedback by the experienced supervisor.
7. There are resources, equipment, and facilities provided by the host employer that support learning objectives/goals.

## **Unpaid Internships**

Private sector employers should gain familiarity with the [U.S. Department of Labor guidelines](#) and/or the [National Council of Non-profits](#). If an internship is unpaid, the position description must clearly state the learning objectives or outcomes that a participant may reasonably expect to achieve from the experience.

## **Unpaid Internship Programs under the Fair Labor Standards Act**

The Wage and Hour Division [Fact Sheet #71](#) provides general information to help determine whether interns and students working for private sector, for-profit employers are entitled to minimum wage and overtime pay under the Fair Labor Standards Act (FLSA).

## **Extending Offers**

Edgewood College recognizes that employers may have constraints to their flexibility in accommodating student needs. However, Edgewood College requires employers to refrain from making offers with unreasonable time limits or penalties which would place unwarranted stress or pressure on students. The CDD requires that all students be given an appropriate amount of time to consider an offer and/or consult with the Internship and Career Development Coordinator.

## **Student Information and Privacy**

All employers are expected to follow the [Family Educational Rights and Privacy Act \(FERPA\)](#) when handling or accessing student information. Employers who violate these regulations will have their access to Edgewood College's career services revoked.

## **NOTICE TO STUDENTS**

As with all employment situations, students should thoroughly research an employment opportunity prior to committing to any employment opportunity. If you have any questions, do not commit until you have discussed it with another knowledgeable party. When using Handshake, please take special note of the location of the job and/or internship opportunity so you can make an informed decision on whether it is the right choice for you.