



# Edgewood University Employer Recruiting Policy

## Introduction

The purpose of this document is to outline the policies and expectations developed by Edgewood University and the Office of Career Development to promote a fair, equitable, and transparent recruiting experience for both employer partners and Edgewood University students.

Employers who recruit Edgewood University students—either on campus or through the university’s online career management platform, Handshake—are expected to become familiar with and comply with the following policies. These guidelines reflect Edgewood University values, professional standards, and applicable employment laws.

Edgewood University expects employers to conduct recruiting activities in a manner consistent with the ethical standards of the National Association of Colleges and Employers Principles for Ethical Professional Practice and applicable federal and state regulations.

The NACE principles emphasize:

- Maintaining recruitment processes that are fair and equitable
- Supporting informed and responsible decision-making by candidates
- Ensuring transparency and honesty in recruiting practices

Edgewood University reserves the right to deny or revoke access to recruiting services, including Handshake and on-campus recruiting, for organizations that fail to adhere to these policies or that engage in practices deemed unethical, illegal, or inconsistent with university standards.

Employers are expected to maintain professional and collaborative relationships with Edgewood University faculty and staff, comply with recruiting deadlines and procedures, and respect the confidentiality of student information as defined by the Family Educational Rights and Privacy Act.

Questions regarding this policy may be directed to: **Edgewood University Career Development** at [careers@edgewood.edu](mailto:careers@edgewood.edu).



## Non-Discrimination Policies

Edgewood University is an equal opportunity employer and educator. Candidates must be considered based on qualifications and merit without regard to race, color, sex, religion, national origin, age, disability, sexual orientation, gender identity, veteran status, or other protected characteristics.

Employers recruiting Edgewood University students must comply with all applicable employment laws including:

- Title VII of the Civil Rights Act of 1964
- Americans with Disabilities Act
- Age Discrimination in Employment Act
- Equal Employment Opportunity regulations
- Applicable State of Wisconsin employment laws

## Employer Eligibility and Registration

Edgewood University allows legitimate organizations with a federal tax identification number (TIN) or employer identification number (EIN) to recruit students and post opportunities through Handshake. Organizations without a federal tax identification number may be permitted to recruit at the discretion of Edgewood University.

To access recruiting services, employers must create an account on Handshake and provide accurate organizational information. Registration must include:

- Organization name
- Full name of the employer contact
- A corporate email address associated with the organization
- An official organizational website containing information relevant to applicants
- A physical address and phone number associated with the organization

Accounts registered using personal email domains such as Gmail, Yahoo, or Hotmail may be subject to additional review and may be denied. Social media pages may not substitute for an official organizational website. Multiple individuals may not share a single employer account.

Edgewood University reserves the right to verify employer legitimacy through publicly available information and direct communication with the organization.



### Organizational Mission Disclosure

Organizations with religious, political, or advocacy missions should clearly disclose this affiliation within job postings to ensure transparency for students considering employment opportunities.

### Professional Conduct

Employers interacting with Edgewood University students are expected to maintain respectful and professional conduct.

Recruiters must:

- Provide accurate information regarding positions and compensation
- Communicate respectfully with students and university staff
- Avoid coercive or misleading recruiting practices

Organizations found to be misrepresenting opportunities or engaging in unethical recruiting practices may lose recruiting privileges.

### Third-Party Recruiters

Third-party recruiting agencies must clearly disclose their role when posting positions or recruiting candidates. Third-party recruiters must:

- Identify themselves as a recruiting agency
- Disclose whether they represent a specific client organization
- Obtain student consent before sharing candidate information with other organizations
- Refrain from charging student placement or recruitment fees

Edgewood University reserves the right to request the identity of client organizations prior to approving job postings.

### Multi-Level Marketing and Independent Contractor Positions

Edgewood University does not permit job postings that require financial investment from students. This includes, but is not limited to:

- Purchasing or renting materials or equipment
- Paying for training or certification required by the employer
- Paying placement or recruiting fees

Positions where students incur financial penalties for early termination of employment are also prohibited.



### Work in Private Homes

Individuals or families seeking assistance with services such as childcare, tutoring, home maintenance, or moving support may post opportunities through Handshake. Private employers must comply with the same laws and university policies as other organizations, including wage and employment regulations.

### Loss and Restoration of Recruiting Privileges

Edgewood University reserves the right to suspend or revoke recruiting privileges for employers who violate university policies, employment laws, or professional recruiting standards. Examples of violations may include, but are not limited to:

- Misrepresentation of job opportunities
- Fraudulent or deceptive recruiting practices
- Violations of student privacy protections
- Failure to comply with university recruiting policies

### Petition for Restoration of Recruiting Privileges

Restoration of recruiting privileges will be determined at the discretion of Edgewood University.

### Use of Student Information

Employers must respect the privacy of student information obtained through Edgewood University for recruiting services. Student information may only be used for legitimate recruitment purposes.

Employers may not:

- Sell or distribute student data
- Add students to commercial marketing lists
- Use student information for purposes unrelated to employment opportunities

All employers must comply with the requirements of the Family Educational Rights and Privacy Act.

### Job and Internship Postings

All job and internship postings must be submitted through Handshake and are subject to review and approval by Edgewood University. Edgewood University reserves the right to remove or deny postings that are inconsistent with university standards or that present potential risk to students.

Third-party recruiters must post positions under their own agency name rather than the name of a client organization. “Blind” postings—positions that do not identify the hiring organization—are not permitted.



Job postings must include:

- A clear job description
- Required qualifications
- Work location
- Compensation details
- Application instructions

Positions may remain active on Handshake for the duration specified by the employer, typically not exceeding 60 days.

### Internship Guidelines

An internship is a form of experiential learning that integrates knowledge gained in the classroom with practical application and professional skill development. Internships provide students with opportunities to gain meaningful experience while allowing employers to mentor emerging talent.

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

- *Who am I and who could I become?* Internships help students explore environments that are parallel to 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.

Consistent with guidance from the National Association of Colleges and Employers, internships should meet the following criteria:

1. The experience must be an extension of the classroom and provide learning opportunities beyond routine work tasks.
2. Skills learned should be transferable to other employment settings.
3. The experience should have a defined beginning and end.
4. Learning objectives related to the student's academic or career goals should be established.
5. Supervision should be provided by a professional with expertise in the field.
6. Regular feedback should be provided.
7. Appropriate resources and equipment should be available to support learning.



### Unpaid Internships

Employers offering unpaid internships must comply with guidelines established under the Fair Labor Standards Act. If an internship is unpaid, the position description must clearly outline learning objectives and educational benefits for the student.

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).

### Offer Guidelines

Employers are encouraged to provide students with reasonable time to evaluate employment offers. In alignment with recommendations from the National Association of Colleges and Employers, employers should avoid practices such as:

- Exploiting offers requiring immediate acceptance
- Pressuring students to accept offers before evaluating alternatives
- Encouraging students to renege on previously accepted offers

Students who accept employment offers are expected to honor their commitments.

### Compensation Transparency

Employers must comply with compensation standards established under the Fair Labor Standards Act. Job postings must clearly state compensation details.

Positions that are commission-based must disclose:

- Whether compensation is fully commission-based
- Any base salary or guaranteed compensation
- The structure of the commission model

Positions requiring students to pay fees for participation, training, equipment, or placement are not permitted.

### Background Checks and Screening

Employers who conduct background checks, credit checks, drug screening, or other pre-employment screening processes must disclose these requirements within the job posting.



### Accessibility and Accommodations

Employers must provide reasonable accommodations for candidates with disabilities during the recruitment process in accordance with the Americans with Disabilities Act. Students requesting accommodation during interviews are encouraged to communicate with both the employer and Edgewood University Career Development.

### Student Safety and Fraud Prevention

Edgewood University prioritizes student safety and actively monitors job postings to protect students from fraudulent or misleading opportunities. The university reserves the right to remove employers or job postings that appear fraudulent, deceptive, or potentially harmful.

Indicators of fraudulent activity may include:

- Requests for financial information or payments from students
- Requests to deposit checks or transfer funds on behalf of an employer
- Misrepresentation of the organization or position
- Vague job descriptions or unclear compensation structures
- Use of personal email addresses for official recruitment communication

Students are encouraged to report suspicious postings to Career Development.

### On-Campus Recruiting

Employers wishing to conduct recruiting activities on campus should coordinate with Career Development. Recruiting activities may include:

- Information tables
- Employer presentations
- Interviews
- Career events

Recruiting activities are prohibited in classrooms, academic buildings, or offices without explicit invitation from Edgewood University faculty or staff.

Alcohol may not be included in any recruiting activity involving Edgewood University students, whether on or off campus. This includes company tours, receptions, networking events, and dinners.



## Virtual Recruiting

Employers conducting virtual recruiting activities must maintain professional standards equivalent to in-person recruiting. Virtual events must include:

- Clear instructions for student participation
- Accessible technology platforms
- Transparent communication regarding scheduling and expectations

Students may not be required to purchase software or equipment to participate in recruiting activities.

## International Student Employment

Employers recruiting international students must comply with federal employment regulations governing student visas, including those associated with the F-1 Visa.

Employers should clearly communicate whether positions are eligible for employment authorization programs such as Optional Practical Training (OPT) or Curricular Practical Training (CPT).

## Notice to Students

Students are encouraged to research employment opportunities thoroughly before committing to any position.

Students should review job descriptions carefully, verify employer legitimacy, and consult with Career Development if they have questions or concerns regarding employment opportunities:

[careers@edgewood.edu](mailto:careers@edgewood.edu).