



## ONLINE RECRUITMENT POLICIES

The Career Studio encourages employers to recruit Alverno College students and alumnae via [Handshake](#), our online job board, provided they meet the following criteria:

1. The employer must have current or anticipated employment (full-time, part-time, or seasonal) opportunities for our students and/or alumnae.
2. The employer must accurately describe the responsibilities and qualifications for the advertised position(s).
3. All conditions for advertised positions must be disclosed in the position description, including commission-based salaries, test-taking requirements and relocation requirements.
4. Advertised positions cannot require our students to pay out-of-pocket expenses, such as fees for application processing, training, equipment, or inventory.
5. Advertised positions for students cannot be based in home offices or private residences.
6. The employer's recruiting and employment practices must comply with all federal, state and local laws and regulations.
7. Compensation for work performed by student interns is not regulated by the college. Employers recruiting unpaid interns are expected to follow the Fair Labor Standards Act (FLSA). To review the standards regarding unpaid internships, please visit: [www.dol.gov/whd/regs/compliance/whdfs71.htm](http://www.dol.gov/whd/regs/compliance/whdfs71.htm)
8. Employers of students as interns are expected to honor the National Association of Colleges and Employers (NACE) Principles for Professional Conduct of Employment Professionals. To review current NACE standards, please visit: <https://www.nacweb.org/career-development/organizational-structure/principles-for-ethical-professional-practice>.
9. Third party recruiting and staffing agencies are allowed to post job opportunities on [Handshake](#), provided they meet the following requirements:
  - a. Identify the specific employer they represent and position(s) they're seeking to fill to the candidates.
  - b. In accordance with the Family Educational Rights and Privacy Act (FERPA), release candidate information provided by the college only to the identified employer.
  - c. Do not charge fees to candidates.
10. Employers are allowed to post job opportunities that have commission-based salaries ONLY when they clearly disclose the compensation structure to the Career Studio and Alverno College students/alumnae.
11. The employer representatives will maintain the confidentiality of student and alumnae information, regardless of the source, including personal knowledge, written records/reports, and computer databases. The employer will not disclose student/alumnae information to any other organization without the prior written consent of the student/alumnae.

The determination of an employer's eligibility to recruit via Alverno College's online job board is at the sole discretion of the Career Studio. We reserve the right to refuse service to any employer whose business is not in the best interest of our students and alumnae, or is inconsistent with the mission of Alverno College.