



## **HANDSHAKE PLATFORM REQUIREMENTS**

CECE will only approve account requests for companies and organizations that provide the following information:

- All contact information (physical address, phone number, email) will be verified and must match through legitimate web-based sources such as Company Website, Yellow Pages, Chamber of Commerce, Better Business Bureau
- Email address must match company website address – no personal email accounts will be accepted (Gmail, Yahoo, etc.)
- Job postings should be listed on the company website
- Company background and legitimacy will be reviewed through a web-based search
- The pay rate for each position posted must meet State minimum wage standards and needs to be stated clearly in the job description (Hourly, Salary, Commission)

## **JOB AND INTERNSHIP GUIDELINES**

1. Job postings must be actual, current openings.
2. The Career Center will not approve any non-domestic employer.
3. Job posting may not contain anything that is sexually explicit, obscene, libelous, defamatory, physically threatening, or illegal.
4. Job postings must clearly identify the responsibilities of the position, the identity of the employer, and the type of business of the position and the employer.
5. Job postings shall not contact false, inaccurate or misleading information.
6. Must provide official company address, accurate location of employment performance, business email, website, and contact first and last name. If registering without proper information, the employer's request will be denied. Once denied, the employer will need to resubmit with requested information. Address must not be a personal residence.
7. Job postings shall not require any type of payment from the applicant including but not limited to: requirement to attend unpaid orientation or training; direct fees in order to be placed into a job or internship; payment for application fees; requirement to purchase, lease, or rent sales kits, samples, presentation supplies, or the like.
8. Postings will not be approved for organizations promoting "Independent contractor" or 1099 relationships that require an individual to establish his or her own business for the purpose of selling products, services, and/or recruiting other individuals to set up their own business.
9. Employers are willing to provide written documentation of registration with the Better Business Bureau when and if requested.
10. Employers are not involved with the use, production, testing, or distribution of marijuana, cannabis, or hemp.
11. Job postings in Handshake must accurately describe the scope of responsibilities and requirements of the position including compensation information.
12. Job postings must meet state minimum wage for state in which the job is located.
13. Third Party Recruiters must identify themselves as such.
14. Re-disclosure of student information is prohibited.

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15. Employers who receive students' resumes and educational information may use it only for the original intended purpose for which disclosure was granted. Thus, employers may not transmit (or re-disclose) student information to any other employer or third party, and not to others within the employing company for any purpose other than employment purposes.
16. Employers recruiting interns must follow the criteria for an experience defined as an internship by the [National Association of Colleges and Employers Position Statement on US Internships](#).
17. For-profit companies must pay their interns at least minimum wage. If a for-profit company is offering an unpaid internship, it must meet the [Department of Labor's Fair Labor and Standards Act seven-factor test](#).

### **EXPERIENCES THAT DO NOT QUALIFY AS INTERNSHIPS WITHIN THE CECE POLICIES**

- Commission-based positions.
- Internships located in home-based businesses.
- Positions in which the intern displaces a regular employee.
- Positions that require door-to-door canvassing, cold-calling, or petition gathering.
- "Independent contractor" relationships that require the intern to set up his/her own business for the purpose of selling products, services, and/or recruiting other individuals to set up their own business.
- Family-owned businesses or positions supervised by a family member.
- Telemarketing positions.
- Positions in which the student is required to pay the employer for any part of the experience (fees for training, etc.).

Please Note: All job and internship listings are posted at the discretion of the Career Center, and we reserve the right to choose to not post a position if it does not appear to support the best interests of students and/or the University.