



# Employer & Recruitment Guidelines

## Handshake Job & Internship Posting Guidelines

Bushnell University Office of Career Development provides job and internships postings as a service to students and alumni, as well as employers seeking to hire Bushnell students and alumni. This service is made available through an online platform called Handshake.

The following guidelines have been developed to cultivate mutually beneficial relationships for employers and Bushnell students/alumni. If you have questions regarding these guidelines, please contact the Office of Career Development at 541-684-7289 or [careercenter@bushnell.edu](mailto:careercenter@bushnell.edu).

### ONLINE RECRUITMENT POLICIES & PROCEDURES

The Office of Career Development will assist you in any way possible to connect your organization with the most qualified candidates. Career Development adheres to the ethical standards for professional conduct established by the [National Association of College and Employers \(NACE\)](#). All employers and third-party recruiting organizations that recruit at Bushnell University are expected to follow the [NACE Principles for Ethical Professional Practice](#). Any organization that violates these principles and/or the guidelines that follow may have their recruiting privileges revoked.

Career Development seeks to curate the universities' Handshake experience so that employers and students/alumni are well-positioned for entry and mid-level career recruitment within applicant-preferred geographical regions. In order to ensure the best use of the Handshake platform, an employer and/or position *may not* be approved if it:

- Does not align well with Bushnell's [programs of study](#) and/or the skills developed in these fields of study;
- Falls outside the applicant-preferred geographical region (e.g., east of the Rockies);
- Requires a higher level of experience than students/alumni using the platform possess; and/or
- Requires the disclosure of sensitive, personal information that could be tied to a protected class category.

All decisions regarding services provided via Bushnell's Handshake platform are made at the sole discretion of Bushnell University's Office of Career Development.

### Eligibility Criteria for Approval in Handshake

To be eligible for approval, employer accounts and postings must meet requirements that include, but are not limited to, the following:

- Account profiles must have verifiable contact information, including a physical address.
- Employers must have a trust score of 70% or higher.
- Employers must be in good standing with Bushnell Office of Career Development. Complaints received by Career Development at any time regarding unethical work practices or treatment of students and/or alumni by an employer may result in discontinuation of access.
- Preference will be given to employers geographically located along the West Coast.
- Postings must be relevant to programs of study offered by Bushnell and appropriate for the skills of college students/graduates, as determined by Career Development.
- Postings must include outlined job descriptions and expectations.
- Specific compensation information is strongly recommended.
- Internship postings must recognize the granting of academic credit is granted solely the authority of Bushnell University faculty members and must be arranged by the student.

### Prohibited Postings

Bushnell Career Development reserves the right to prohibit the posting of any position in our recruiting platform. Employers and third-party recruiting agencies that recruit students and alumni for any of the following types of positions will *not* be provided with any services:

- All positions where applicants would be providing domestic care for private individuals.
- Part-time jobs off-campus that do not provide career-related skill development.

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- All positions from employers and third-party recruiting organizations that require applicants to pay a fee or provide start-up investment prior to employment.
- All positions with organizations that provide financial incentives to staff who recruit new hires for the organization and/or for which the recruiting staff member received a portion of the new hire's commission.

## Equal Opportunity Statement

Any company, organization, or individual posting on Bushnell University's Handshake is subject to the federal requirements for equal opportunity employers and all applicable state and federal laws, and is therefore required to give equal consideration to applicants without regard to race, color, religion, national origin, sex, marital status, sexual orientation, veteran status, disability, or other protected classifications.

## Disclaimer

Listing of job postings on Handshake should not be deemed as a representation by Bushnell University of an employer's fitness or credentials. Bushnell University expressly disclaims any liability resulting from any applicant's response to any job or internship posted on Bushnell University's Handshake. Bushnell University Career Development reserves the right to make changes to or deny access to the online job board at its sole discretion.

## On-Campus Recruitment

1. On-campus visitors representing companies, educational institutions, or agencies for the purpose of recruiting must be arranged and approved by Career Development. These visits may include display set-ups, information sessions, interviews, and/or faculty class contact.
2. Recruiters are encouraged to participate in scheduled career and graduate school fairs when possible.
3. Visitors to campus may be screened according to the compatibility of policy, standards, or philosophy with the University's mission, objectives, and statement of faith. Privileges of recruiting on the Bushnell University campus can be revoked. It is expected that recruiters uphold NACE Principles of Ethical Professional Practice and equal opportunity laws (as outlined above).
4. For those visitors presenting a conflict of interest with the University's perspective, alternatives such as phone or e-mail contact and/or an office visit with Career Development personnel or information materials kept on file in the Career Center MIGHT be available.
5. Candidate prescreening for employers is not currently conducted. Student information is kept confidential and the student is considered the initiator.
6. No employer/recruiter shall seek special favors from Career Development personnel in regards to candidates as a result of a gift or special relationship with the University. All employers have equal access to our services and programs that involve them (with the exception of guidelines outlined in item 3).
7. Career Development personnel will not administer employment testing on behalf of an employer as part of the hiring process, nor will mailing labels or lists be made available.

**If you have questions regarding Bushnell University's employer guidelines, please contact:**

**Angela J. Doty, M.A., GCDF**

*Dean of Career & Academic Resources*

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