

THE CITADEL

The Citadel Career Center Employer Policy & Guidelines for posting in Handshake

The Citadel Career Center is pleased to welcome you to join Handshake, our Career Management System. This system allows you to promote your opportunities to our students and allows us to vet each opportunity submitted for safety and quality.

With your contribution and opportunities, our students will gain a vast knowledge of professionalism, leadership, and problem-solving skills needed for them to be successful.

Due to the large number of leads, promotions, jobs, and requests for campus recruiting, we require all employers to register in Handshake prior to posting internships and jobs, visiting campus for a career fair or recruiting events, or prior to hosting an information session.

The Citadel Career Center adheres to all policies and procedures set forth.

Should you need help with any aspects of recruitment, The Career Center is available for assistance. Please email or call:

The Citadel Career Center at
Email: careercenter@citadel.edu
Phone: (843) 953-1617

GUIDELINES FOR EMPLOYER PARTNERS

NETWORK MARKETING

1. The Career Center does not identify network marketing organizations as “employers” (also known as single-tier, affiliate, multi-level, pyramid selling, and referral marketing) thus they are not eligible to participate in job postings. A network marketing company is defined as one that engages in any of the following:
 - a) Sponsors individuals to set up their own businesses for the purpose of selling products or services and/or recruiting other individuals to set up their own businesses.
 - b) Requires an initial investment (payment of a fixed fee, payment to attend orientation or training session(s), and/or the purchase of a starter kit or product samples).
 - c) Offers compensation in the form of straight commission, fees from others under their sponsorship in the organization, and/or a percentage of sales generated by others.
 - d) Requires direct sales of a product or service to a student’s personal network or family.
 - i. Examples of these types of companies include: Amway, Avon, Jamberry, Mary Kay, Pampered Chef, Premiere Jewelry, Stella & Dot, Vector Marketing, Vivint, etc.

HOUSEHOLD POSTINGS

2. As a precaution for the safety of our students and families we serve, The Career Center does not allow postings from private families or individuals. This includes, but is not limited to, personal care assistants (PCAs), house cleaning, nannies, tutors, yard care and pet care.
 - a) The Citadel Career Center will accept and share leads regarding individual leads of this nature at careercenter@citadel.edu

THIRD PARTY POSTINGS

3. Third Party Postings are employment agencies, search firms or placement agencies who are not considered the employer of record. These organizations are offered job posting assistance only, when they meet the following requirements in addition to all other posting guidelines:
 - a) Provide disclosure of vacancy position(s), complete job description, and the employer he/she represents for recruiting activities.
 - b) Acknowledges that Career Services may verify with employer the third party’s recruiter relationship.
 - c) They release candidate information exclusively to the identified employer only. Re-disclosure of candidate information is not permitted.

EMPLOYER REGISTRATION

REQUIREMENTS FOR APPROVAL

- 1) Employers are required to complete the following in their registrations:
 - a) Name of company, phone number and description of industry
 - b) Websites and other web links must be functional and accessible
 - c) Location must be a physical address (P.O. Box or household address may not be approved)
 - d) Contact email must reflect company domain (emails from a free web-based address like gmail.com, yahoo.com may not be approved)
 - e) Staff member who is responsible for administration of Handshake account
- 2) Employers that are the direct hiring authority/organization may advertise positions.
- 3) Employers must be an equal opportunity employer and adhere to the [National Association of College & Employers \(NACE\) ethical standards of recruitment](#).
- 4) Employer vacancies are set to 'Pending' status until reviewed and approved by the Career Center staff during regular business hours.
- 5) Posting privileges are reserved for legitimate organizations.
 - a) Tax identification numbers may be requested during employer registration reviews.

* NOTE ON DENIAL TO POST

Due to the large volume of requests received, The Career Center staff reserves the right to deny a posting. If your organization is denied the ability to post because of one of the above reasons, please appeal request to Director of Career Services at careercenter@citadel.edu with an explanation for your denial to be reconsidered.

BEST PRACTICES FOR ORGANIZATIONS

Website	We request you directly link to your organization's home page or career website
Email	Must be linked to a company domain (no g-mail or yahoo accounts)
Social Media	We recommend these for positive brand building. If your company has social media pages, these are helpful to interested students to connect with your organization.
Logo (recommended)	Upload a logo for easy identification and to help build your brand on campus.
Divisions	Handshake has the ability to add divisions. You may place divisions in your profile such as Tech Department, Human Resources, and Marketing and align positions according to division.
Allow Students to Message	This is an option when you register. Be sure you have the correct contact email to receive student inquiries. Your positive brand building recommendation would include an email that is able to respond to student inquiries.

JOB POSTING REQUIREMENTS

REQUIREMENTS FOR JOB & INTERNSHIP APPROVAL

- Jobs posted must be for one specific opening, not several openings combined into one posting.
- All postings must be for the purpose of the listed employer (not for a personal or other 3rd party organization).
- If application process is not to be completed directly through Handshake, the job posting must supply information on the application process and a contact for application process inquires.
- Jobs must be posted for at least 5 working days and no longer than 45 days (it is possible to extend the posting if necessary).
- All required documents and application processes should be clear.
- All URL links for applications need to be functional and active.
- Job Postings will be set to 'Pending' status until reviewed and approved by the Career Center staff during regular business hours.
- Renewal of job postings are completed by the organization - [Click here for help](#).
- Salary and payment guidelines are not required; however, positing which have salary identified in a competitive range are more likely to have applicants.

BEST PRACTICES FOR JOBS & INTERNSHIPS

Please note to put preferred qualifications, descriptions, and requirements in the Job Requirements section. If you have many jobs with your company, consider the URL of the company link to link directly to your company's career / job posting page.

Internship Postings: Internships should meet the standards of the [Department of Labor](#), [NACE Internship Guidelines and Criteria](#) and all interns and supervisor should [review The Citadel's Internship Agreement Policies](#) and also reviews postings to ensure all Department of Labor Internship Guidelines.

FREQUENTLY ASKED QUESTIONS

1. Why was my employer registration not approved?

- a) It did not meet the general guidelines for posting and/or is missing important components.
- b) Any position that requires fees, paid training, commissioned only or product purchases by the student for employment will not be posted.
- c) Internships not in compliance with the Fair Labor Standard Act are not posted (see Fact Sheet 71 from the Department of Labor: <http://www.dol.gov/whd/regs/compliance/whdfs71.htm>)
- d) Network marketing, multi-level marketing, or pyramid selling positions will not be approved.

2. I have an account connected to your college, however, why can't I post my jobs on your system?

- a) In order for our staff to approve your job posting, you must select "Connect to School" and connect to The Citadel. Once connected, your job posting will appear in our system and only then can we approve of the job posting.

3. Can I post the following job positions babysitting/nanny, house work etc.?

- a) Household postings are not allowed on this site. However you may email careercenter@citadel.edu to share this information