

HANDSHAKE RECRUITMENT AND POSTING GUIDELINES AND POLICIES

To ensure recruiting integrity, as well as protect University of Richmond students and graduates, Alumni & Career Services (ACS) upholds guidelines and policies by which all recruitment and postings in Handshake, the University's online recruiting system, **must adhere**:

1. Contact Integrity

Contact information in either a Handshake account or posting must be:

- Email – Tied to the organization and not listed with a free web-based or personal address (@gmail.com, @yahoo.com, @msn.com, etc.);
- Phone – Tied to a company contact and not a generic toll-free number;
- Physical Workplace Address – Present and verifiable; P.O. Box or residential addresses will not be permitted.

2. National Association of Colleges and Employers (NACE) Principles for Ethical Professional Practice

NACE Principles for Ethical Professional Practice (<http://www.naceweb.org/principles>) must be followed, including non-discrimination and compliance of local, state, and federal laws.

3. Professional Opportunities

All opportunities must be pre-professional or professional in nature, as determined by ACS – the opportunity must augment the applicant's major and/or professional career. If the opportunity is in question, contact ACS via email (hirespiders@richmond.edu) or (804) 662-3032. To post opportunities that are not pre-professional or professional in nature (e.g. retail sales, restaurant servers/cooks, etc.), visit the University of Richmond's Center for Student Involvement website: <https://involved.richmond.edu/services/posting-policy.html>

4. Work in Private Residence

Opportunities that require work in a private residence will not be posted. If the employer works from home, the University recommends the use of public meeting spaces to interact with applicants and workers. To inquire about a personal opportunity; such as care-giving, contact the University of Richmond's Center for Student Involvement at (804) 289-8505.

5. Third-Party Recruiters (Employment Agencies, Search Firms, and Contract Recruiters)

Third-party recruiters must disclose the client's name to ACS prior to the posting being permitted into Handshake. The posting itself does not have to include the client's name and ACS will not reveal the client's identity to interested applicants, unless otherwise authorized. Third-party recruiters are not permitted to charge applicants fees for use of services.

6. Resume Referral Firms and Job/Internship Board Websites

Postings must be tied directly to an individual employer and specific opportunity. Postings from resume referral firms or independent job/internship board websites designed for the collection of resumes on behalf of a large number of employers will not be permitted.

7. Unpaid Internship Programs

Detailed information about internship program compensation under the Fair Labor Standards Act can be located on the U.S. Department of Labor website:

<http://www.dol.gov/whd/regs/compliance/whdfs71.htm>.

8. Work Authorization

The U.S. Department of Justice requires employers, recruiters, and others posting employment to comply with all applicable equal employment opportunity laws, including the anti-discrimination provision of the Immigration and Naturalization Act. Detailed information can be located on the U.S. Department of Justice website: http://www.justice.gov/crt/about/osc/htm/best_practices.php

9. Marketing and Advertising

Marketing and advertising of products and services other than to draw interest to an active posting will not be permitted.

10. Buy-ins or Fees

Buy-in or fees required of the applicant must be outlined in detail within the posting. This includes training costs, license fees, purchase or rent of starter/sales kit, samples, presentation supplies, etc.

11. Independent Contract and Commission Only

Independent contract and commission only opportunities are welcome; however, details of the income structure must be clearly stated within the posting.

12. Application Procedures

Application/how to apply procedures must be clearly stated. Phone or in-person applications will not be permitted.

13. Adult Entertainment

Adult entertainment industry opportunities (e.g. escort services, presentation modeling, or similar activity) will not be permitted.

14. Alcohol and Drugs

Opportunities that promote the illegal production, distribution, sale, possession, or use of alcohol and/or drugs as noted by the Commonwealth of Virginia (<http://law.lis.virginia.gov/vacode>) will not be permitted. This would include opportunities that would require students to engage in activities for which local, state, or federal laws exist that prohibit such activities based on age.

15. University of Richmond Alumni & Career Services Rights

University of Richmond Alumni & Career Services strives for open access and connections between students, graduates, and employers. However, ACS reserves the right to deny any opportunity or recruiting organization deemed not suitable for Richmond students based upon ACS opinion and internal criteria. Additionally, ACS may deny or remove access rights for employers that do not adhere to the guidelines, policies, and principles found on the Career Services website, (<https://careerservices.richmond.edu/employers/recruit-at-richmond/recruiting-policies.html>), or do not match the mission of ACS or the University of Richmond (<http://www.richmond.edu>).