



Minnesota State University, Mankato Employer Terms & Conditions

Employers seeking to recruit Minnesota State University, Mankato Students are expected to comply with the principles established by the [National Association of Colleges and Employers \(NACE\)](#)

1. All employers requesting access to Career Development Center, Minnesota State University, Mankato services and/or events must be registered users of MavJobs.com. New employers may request an employer account here: <http://www.mnsu.edu/cdc/employers/>
2. In using University facilities and services, employers agree not to hold the University responsible for any claims, damages or losses incurred by the applicant, employer, or any other party as a result of the employer's use of University services and facilities.
3. The Career Development Center reserves the right to maintain or discontinue an employer relationship, decide upon the appropriateness of a position or posting, and monitor an organization's representatives and hiring practices.
4. The Career Development Center assumes no responsibility or liability for an employer's hiring practices, workplace facilities, or employment conditions. However, if an employer is found to be in violation of these policies, all recruiting privileges may be revoked and further action by the University may be taken.
5. Employers who are unable to comply with these terms and conditions should utilize other recruiting resources.

Terms and Conditions Sections:

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I. Principles and Professional Conduct

1. Employers who request Career Development Center (CDC) services must have a mission consistent with Minnesota State University, Mankato.
<http://www.mnsu.edu/president/vision.html>

Minnesota State University, Mankato promotes learning through effective undergraduate and graduate teaching, scholarship, and research in service to the state, the region and the global community.

2. Employers who request Career Development Center (CDC) services must have values consistent with Minnesota State University, Mankato's core values:

Minnesota State University, Mankato is an innovative, student-centered learning community that values:

- **Integrity** and respect in the way we conduct ourselves;
- **Diversity** in who we are and what we do;
- **Access** to our programs and services that create opportunities for all to pursue their dreams;
- **Responsibility** to those we serve by providing an education that inspires solutions to society's challenges; and
- **Excellence** in our academic and non-academic pursuits.

3. The CDC subscribes to and endorses the Principles for Professional Practice for Career Services and Employment Professionals as published by the National Association of Colleges and Employers (NACE). These principles provide a framework for professional relationships among colleges/universities, employing organizations, and candidates. The full text of these principles is available at <http://www.nacweb.org/principles/>.

4. In addition to abiding by NACE standards, all employers/individuals must also conform to the Minnesota State Colleges & Universities policies regarding Nondiscrimination in Employment and Educational Opportunity available at <http://www.mnscu.edu/board/policy/1b01.html> and all applicable Equal Opportunity Laws.

5. **No solicitation is permitted in the residence communities either by employers, company representatives or students acting on their behalf.**

No commercial solicitation is permitted in the residence communities either by company representatives or students acting on their behalf. However, residents may invite a representative of a commercial enterprise to visit them in their rooms. As a state institution, and in support of the Minnesota State Student Association (MSSA), specific guidelines are established for both MSSA elections and for the campaigning on behalf of candidates for local, county, state, and national offices. Residents can choose to post a "no campaigning" sign on their living unit door.

Further details regarding the solicitation policy are available at <http://www.mnsu.edu/students/basicstuff/policies.html>.

6. **No solicitation is allowed in academic buildings either by employers, company representatives or students acting on their behalf.**

Minnesota State Mankato Solicitation Policy

Residence Communities: No commercial solicitation is permitted in the residence communities either by company representatives or students acting on their behalf. However, residents may invite a representative of a commercial enterprise to visit them in their rooms. As a state institution, and in support of the Minnesota State Student Association (MSSA), specific guidelines are established for both MSSA elections and for the campaigning on behalf of

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candidates for local, county, state, and national offices. Residents can choose to post a "no campaigning" sign on their living unit door.

Centennial Student Union, Academic Buildings and the Mall Area: All solicitation activities must receive prior approval in the University Scheduling and Conference Services Office in CSU 219. Further details regarding the solicitation policy are available in the Policy Booklet.

Solicitation is not allowed in academic buildings.

II. MavJobs powered by Handshake

1. By logging into MavJobs the employer agrees to the terms and conditions set forth by Minnesota State University, Mankato for the use of this online recruiting system.
2. **Username and Password:** The employer contact person is responsible for the distribution and use of his/her MavJobs username and password, as well as its use and misuse. Any user found to be using MavJobs inappropriately or inconsistent with University and CDC guidelines will have their access to MavJobs revoked.
3. The Career Development Center will regularly update and enhance MavJobs and may, from time to time, revise the Employer Terms and Conditions. Use of MavJobs is governed by the Employer Terms and Conditions posted at the time of use.
4. **Student/Alumni Data:** Student/alumni information accessed by employers is to be used solely by that employer and must not be sold or otherwise distributed to any entity other than the specific employer who has access to MavJobs.
5. **Discontinuation of Access:** Failure to abide by these terms and conditions may result in discontinuation of access to MavJobs. Other reasons for discontinuation of access include, but are not limited to, invalid employer e-mail addresses, inappropriate messaging, evidence of fraudulent activity, or other items deemed inappropriate by the Career Development Center Director or appropriate designee.

III. MavJobs Employer Access

1. Employers and employer contacts must provide complete contact information, including first and last name, when registering for MavJobs or the registration will be rejected. Employers are responsible for the accuracy and completeness of employer information, contact name and address, as well as all information in job descriptions. A valid e-mail address is mandatory to communicate directly with the employer contact(s).
2. The Director of the Career Development Center or the appropriate designee's interpretation and implementation of the "Employer Terms and Conditions" is final. Any exception to these terms and conditions must be negotiated between the CDC Director or the appropriate designee and the employer representative.

ALL employers must:

- Be a valid and verifiable organization. We reserve the right to refuse employer account requests or job postings through MavJobs that are not clearly defined or structured, or for any organization that has received complaints from students/alumni and/or previous employees.
- Require enrollment in or completion of a four-year degree program to post internships/co-ops.
- Prefer or require completion of a Bachelor's degree or higher to post entry-level or experienced positions.
- Never subject students/alumni to compromising situations such as adult entertainment, escort services, presentation modeling or similar activities, financial transactions utilizing a student's or alum's personal accounts, or posting inappropriate personal web content.

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- Not offer positions where applicants would be paid per item to complete surveys or click on internet links.

There are two types of access levels to MavJobs:

The employer must meet specific criterion in order to be eligible for Gold Access. If they do not, they may be eligible for Purple Access.

Gold (Full) Access Employers:

- Have an active, valid corporate URL with functional links.
- Have an “employer-employee” relationship in which compensation packages are **NOT** commission only.
- **Do NOT** require prospective employees to purchase a franchise, products or services up front.
- **Do NOT** require fees associated with becoming an intern or employee of the organization. (Exception: This does not apply to fees for Federal and State licensing requirements such as real estate, securities, etc.).
- **Are NOT** be structured as an “independent contractor” relationship whereby an individual is engaged in setting up his/her own business for the purpose of selling products or services and/or recruiting other individuals to set up their own business.
- **Are NOT** be a Third Party Agency (temporary agencies, temp-to-hire agencies, search firms, etc).

Purple (Limited) Access Employers who do NOT meet the above criteria are able to access CDC services according to the following chart:

Service Activity	Gold Access	Purple Access
Post part-time, entry-level, or experienced jobs	X	X
Post internships/co-ops	X	X
Allow candidates to apply through MavJobs	X	X
Access to CDC calendar of events	X	X
Access to CDC event registration	X	X
Conduct on-campus interviewing and information sessions	X	
Conduct candidate resume searches	X	

NOTE:

- *Third Party Agencies must be willing, if requested, to divulge to Career Development Staff the name of client for validation purposes; client name will not be included in posting or divulged to candidates.*

IV. Job and Internship Postings and Employer Offers

1. All job postings must include a complete description of the type of work involved.
2. The CDC staff will investigate complaints by students about employers or jobs posted on the MavJobs system. If the staff determines that a complaint is justified, the CDC staff may choose to take action including denying employer services to the employer involved. The CDC will notify the employer in writing should a situation result in this type of decision. The Career Development Center Director or the appropriate designee’s interpretation and implementation of these policies is final.
3. The US Department of Labor has developed criteria for determining if an internship can be unpaid. Employers planning to post an internship to MavJobs should review Internship Programs under **The Fair Labor Standards Act** guidelines at <http://www.dol.gov/whd/regs/compliance/whdfs71.htm>.
4. The CDC will investigate complaints by students about employment offers on deadline issues and dilation. Employers should review the NACE Reasonable Offer Deadlines Guidelines at http://www.naceweb.org/principles/reasonable_offer.htm
5. The intention of the campus recruiting offer policy is to allow students ample time to carefully consider all of their employment options and to make informed decisions about their employment after Minnesota State Mankato. We educate students on evaluating and negotiating job offers and discourage them from hasty decisions that may lead to renegeing, which we strongly discourage. The Career Development Center follows the NACE principles for Reasonable Offer Deadlines http://www.naceweb.org/principles/reasonable_offer.htm
6. Definitions of sufficient time for offer deadlines vary, given industry standards, students’ prior experience with the employer, offer timing, quality of student, and proximity to graduation date/start time. Some issues that employers may wish to consider when establishing their offer deadlines are:
 - Housing- Does the student have sufficient time to research housing costs and availability?
 - Proximity to graduation- Does the student have time to explore a wide range of options?
 - Time to make offers to other students if initial offers are not accepted- will the student pool be sharply decreased by a delay?
 - Prior experience with candidate- Does the student believe prior internship will lead to a job offer?
 - Impact of technology- How quickly offers can be extended along with offer details, such a s salary, benefits, and bonuses

Example of Reasonable Timeline:

Full-time offers/Internship Offers Deadlines for a Students’ Decision on a Verbal or Written Offer date by which to decide upon offer	Date by which to decide upon offer
From Summer internships (full-time offer or offer to intern again)	Third week in October or two weeks from the offer date, whichever is later
From Fall On-Campus Recruiting	Third week in October or two weeks from the offer date whichever is later

From Spring On-Campus Recruiting	Third week in February or two weeks from the offer date, whichever is later
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V. On-Campus Recruiting

On Campus Interviews

1. On-campus interviews are open to employers who meet Gold Access criteria as indicated above. On-campus interviews include the following:
 - Log in access to the on-campus interviewing component of MavJobs which includes-posting jobs and internships, resume search capability, prescreening of applications, online interview scheduling, and receipt of candidate application materials online.
 - Promotion of on-campus interview opportunities to students and faculty via email, posters etc.
 - Use of CDC interview room/s
 - Assistance with set-up and room use in the Centennial Student Union for on-campus information sessions
 - Free parking when on campus for interview and information sessions
 - Courtesy lunch with CDC staff and/or a departmental faculty member when on campus for interview sessions
 - Notification of upcoming career events and job fairs
 - A twice per semester on-campus interview maximum may be applied
2. In the event that applicants miss the MavJobs system deadlines for application and/or interview sign-up, the applicant will be advised to contact the employer directly. The employer and applicant will determine interview status and time of interview. The employer will then contact the CDC Recruitment Coordinator in order to have that specific interview time slot reserved.
3. Results of resume searches and interview schedules are not guaranteed. Results may vary depending on several factors, including student participation.

Information Sessions

Information sessions allow employers to meet with a group of students outside of a classroom setting for the purpose of sharing information about career or internship opportunities with the employer. The Career Development Center can assist with room reservations and will actively market the employer visit to students.

Tabling in the Centennial Student Union

Tabling gives employers the opportunity to connect informally with students. Space is available on MavAvenue, a high-traffic area on the first-floor of the Centennial Student Union, which can be reserved on a space-available basis. Employers can market their campus visit to students through MavJobs. **Contact the Centennial student Union at 507-389-2223 to reserve space; a nominal rental charge will be applied by the CSU.**

Fairs & Events

1. The Career Development Center sponsors and co-sponsors a number of career events annually. All job and internship fairs hosted by the Career Development Center are solely for employers to recruit students and alumni candidates, and for students and alumni to meet employers to discuss career and internship opportunities.

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2. Career Development Center events are not intended for employers to solicit employer business contacts. If an employer is found to be conducting business other than recruiting students and alumni for possible positions, that employer will be asked to leave the event immediately. In addition, that employer forfeits any fees associated with the event.
3. **Employers offering commission-only based positions, employers offering independent contractor positions, those identified as third-party recruiters and/or staffing agencies, graduate school programs, and educational services organizations are limited to participation in job fairs and career events on a waiting list basis.** If space is available after a fair or event registration deadline is reached, organizations representing any of the aforementioned categories may be permitted to participate in the event, to a maximum of ten (10) per event.
4. Fees for event participation must be paid in full before registration will be approved for a future event.

VII. Inclement Weather

The Career Development Center follows the direction of the University for inclement weather. When the university is closed, the CDC is closed and all events are canceled. The CDC will work with employers on the best strategy to reschedule canceled events. Please visit <https://www.mnsu.edu/security/emergencies/weatherclosingshtml.html> for the most up-to-date information.