



Employer Terms and Conditions

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Recruiting Policies and Resources

Minnesota State University, Mankato is a member of the National Association of Colleges and Employers (NACE) and adheres to the [NACE Principles of Professional Practice](#) for Employment Professionals.

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 violate these policies, recruiting privileges may be revoked and further action by the University may be taken.

Non-Disclosure Policy

Minnesota State University, Mankato is an equal opportunity employer in compliance with Minnesota State non-discrimination rules and policies which prohibit recruitment and selection for position openings on the basis of race, color, creed, ethnicity, religion, sex, national origin, marital status, veteran status, actual or perceived sexual orientation, gender identity and expression, status concerning public assistance, disability, or age. All recruiting activities by employers must be in full compliance with [Equal Employment Opportunity](#) laws and regulations.

Solicitation Policy

All recruiting activities by employers must be in full compliance with 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.

Academic Buildings: NO solicitation is allowed in academic buildings. This includes classrooms, faculty, and staff.

Centennial Student Union and the outdoor campus Mall Area: All solicitation activities must receive prior approval in the University Scheduling and Conference Services Office in CSU 219.

Posting of Advertising/Promotional Flyers and other Print Materials: All posters for display on Centennial Student Union (CSU) Bulletin Boards (six posting locations) and Academic Buildings Bulletin Boards (approximately sixty-two locations) must be approved and stamped in the CSU Administration Office (CSU 220). Posters for the CSU Bulletin Boards must be posted by CSU staff. Posters not placed by CSU staff or placed outside of designated areas will be removed and discarded. The CSU shall not be held responsible or accountable for the theft or vandalism of any materials displayed. Full Advertising and Promotions guidelines at <https://www.mnsu.edu/globalassets/university-life/centennial-student-union/policies/official.pdf>

Employment Offer Timelines

Employment offer timelines intend to allow students ample time to consider all their employment options carefully 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 guidelines below are based on the National Association of Colleges & Employers document "Setting Reasonable Deadlines for Job Offers":

https://www.naceweb.org/principles/reasonable_offer.htm?utm_sour

- Limit hiring for positions more than 12 months prior to start. A commitment to a job or internship too far in advance of the start of the position leaves the employer open to higher rates of students renegeing on offers.
- Provide candidates time to contemplate an offer. A one- to two-week time frame for offer deadlines is common. Pressuring candidates to make a hasty decision often leads to candidates renegeing.
- Be open to reasonable requests for additional time, carefully balancing recruiting processes and organization needs with the candidate's need.
- Educate candidates on what to expect in your recruiting process, including process timelines and expected deadlines.

Handshake

Employers requesting access to Career Development Center services must have an employer account on Handshake. By logging into Handshake, the employer agrees to the terms and conditions set forth by Handshake and the Minnesota State Mankato Career Development Center, for the use of this online recruiting system.

The employer contact(s) handles the distribution and use of their username and password, as well as its use and misuse. Any user found to be using Handshake in an inappropriate way or a manner inconsistent with University and Career Development Center guidelines will have their access revoked.

Student/alumni information accessed by the employer contact(s) is to be used solely by that contact/organization and may not be distributed or sold to any entity other than the specific employer who has access to Handshake.

The Career Development Center reserves the right to support or discontinue employer access, decide upon the appropriateness of a position or posting, and check an organization's representatives and hiring practices. The CDC staff will investigate complaints by faculty, staff, and students about employers or jobs/internships posted in Handshake. If the complaint is justified, the CDC staff may choose to act, including declining employer services to the employer involved.

Failure to abide by these terms and conditions may result in the discontinuation of access to Handshake. Other reasons for discontinuation of access include, but are not limited to, invalid employer e-mail addresses, inappropriate messaging, evidence of fraudulent activity, flags from other schools or universities in the Handshake system, low employer trust scores, or other items considered unacceptable by the Career Development Center Director.

Handshake: Employer Approval & Service Level

To be approved by the Career Development Center for Handshake use, the employer must be a valid and verifiable organization. In addition:

- The CDC reserves the right to review and make exceptions as appropriate.
- Employers are responsible for the accuracy and completeness of all employer information, including but not limited to address, phone number, website, contact name(s), etc.
- Employers are responsible for supplying correct and current information and must correct any misrepresentations ASAP.

The Career Development Center reviews all employer access requests typically within three to five business days using specific criteria including:

- Employers from the five-state region reviewed first: MN, IA, ND, SD, WI
- Employer trust score.
- Employer account completeness and accuracy of information.
- Employer reputation and reviews provided by agencies including the Better Business Bureau.
- Employer website.
- Social media presence.

Employers may be declined or receive limited access under conditions such as:

- Low employer trust score.
- Duplicate employer accounts in Handshake.
- Organizations with commission-only pay or an independent contractor structure, teaching abroad positions, graduate school programs, third-party employers, or staffing agencies.

Handshake: Private Household Employers

As a precaution for the safety of all involved and due to liability concerns, the Career Development Center will not approve employers or job postings that are for personal/private households or posted by a single individual/family (not part of a larger organization). This includes, but is not limited to private households recruiting for: Personal Care Attendants, house cleaning, yard work, nannies, tutors, pet care, etc.

Alternative recruiting resources:

- Minnesota State University Mankato Reporter Ad: <http://www.msureporter.com/>
- Vine Faith in Action: www.vinevolunteers.com

Handshake: Third Party Recruiters:

Third-Party Recruiters using Handshake will:

- Supply complete job descriptions, clearly showing a third-party recruiting status.
- Either provide the name of the employer client for whom they are recruiting in the job description (preferred) and/or to Career Development Center staff when requested.
- State in the job description that any fees assessed by recruiter will be paid by the employer client and not the candidate.
- Only recruit for the employer client they represent.
- **Not** use candidate information obtained for a specific job opening for any later job openings or for soliciting employer clients.
- **Not** supply candidate information to any party other than an employer client without the candidate's informed written consent.
- **Not** have access to resume books.

In addition, third-party recruiters taking part in campus recruiting will:

- Be allowed to register on a space available basis.
- Disclose the names of employer clients to CDC staff in advance (upon registration).
- Not supply Candidate Information to any party other than the employer client without the candidate's informed written consent

Handshake: Job Approvals

Employers are responsible for the accuracy and completeness of all information in job descriptions. The Career Development Center reviews and approves job postings typically within three to five business days using specific criteria:

- Jobs/internships from the five-state region reviewed first: MN, IA, ND, SD, WI.
- Job postings must include a complete description of the type of work involved.
- The employer will fully and specifically disclose to the Career Center Staff and applicants' compensation details (including identification of commission-only pay), any up-front and ongoing fees and investments associated with becoming an employee of the organization, and whether the employee is considered an "independent contractor" within the job/internship listing.
- Relevance to University academic programs and student needs.

The Career Development Center may/will not approve job postings by the below criteria:

- Positions posted on behalf of another job board.
- Positions posted on behalf of an individual or private household.
- Positions with vague information and positions that are not clearly defined or structured.
- Positions that subject students/alumni to compromising situations such as adult entertainment, escort services, presentation modeling or similar activities, or financial transactions using a student's or alum's personal account.
- Positions where applicants would be paid per item to complete surveys, click on internet links, or required posting of personal web content.
- Positions that require prospective employees to buy a franchise, products, or services upfront.
- Positions that 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.)
- Positions which have received multiple complaints from faculty/staff/students/alumni or previous employees and or flags in the Handshake system.
- Positions which do **not** prefer/require enrollment in or completion of a bachelor's degree or higher to post entry-level or experienced positions.

Handshake: Campus Recruiting

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.

Fairs & Events:

The Career Development Center sponsors and co-sponsors multiple career events annually. These events are solely for employers to recruit student and alumni candidates, or for students and alumni to meet employers to discuss job and internship opportunities.

- Career Development Center events are not intended for employers to solicit employer business contacts. If an employer is conducting business other than recruiting students and alumni for

positions, that employer will be asked to leave the event. Also, that employer forfeits any fees associated with the event.

- Fees for event participation must be paid in full as a part of event registration. Employers with outstanding balances will not be allowed to register for subsequent events until all fees are paid.
- Employers offering commission-only based positions, employers offering independent contractor positions, those identified as third-party recruiters or staffing agencies, graduate school programs, and educational services organizations are allowed on a space available basis and will be put on a waiting list. limited to participation in job fairs and career events on a waiting list basis.

On-Campus Interviews:

On-campus interview (OCI) space is offered at no-cost to eligible employers. A twice per semester on-campus interview maximum may be applied. On-campus interviews include the following:

- Use of the Handshake System's on-campus interview features including posting jobs and internships, resume search and communication capability, prescreening of applications, interview scheduling, and receipt of candidate application materials online.
- Promotion of on-campus interview opportunities to students and faculty via e-mail and other communications.
- Use of CDC interview room/s (1–3-person capacity).
- Free parking in the visitor's lot found directly in front of the Centennial Student Union
- Courtesy lunch with CDC staff and/or departmental faculty member when on campus for interview sessions.
- Notification of upcoming career events and job fairs.

OCI Employer Expectations:

The employer will supply interview information to the CDC Communications and Events Coordinator, including candidate information, interview date and time, and hiring decision.

If applicants miss the Handshake system deadlines for application or interview sign-up, the applicant will be advised to contact the employer directly. The employer and applicant will decide interview status and time of interview.

The Career Development Center collaborates with academic programs and employer partners to coordinate industry specific on-campus interview dates. In such cases, employers requesting on-campus interview dates may be asked to update their OCI date to be consistent with established coordinated dates.

Information Sessions:

Information sessions may be requested through Handshake and are approved on a case-by-case basis. Information sessions allow employers to meet with a group of students outside of a classroom setting to share information about career or internship opportunities with the employer. If approved, the Career Development Center may be able to assist with room reservations and communications to faculty and students. Request an information session three weeks in advance to provide enough time for communications and student participation. If the Information Session is approved, employers should contact the Centennial Student Union at 507-389-2223 to reserve space; a nominal rental charge will be applied by the CSU (Centennial Student Union).

Tabling in the Centennial Student Union:

Tabling space may be requested through Handshake. Tabling allows employers to connect informally with students. Space is available on MavAve, a high-traffic area on the first floor of the Centennial Student Union, which is reserved on a space-available basis. Employers can market their campus visits to students through Handshake. If Tabling is approved, employers should contact the Centennial Student Union at 507-389-2223 to reserve space; the CSU will apply a nominal rental charge.

Inclement Weather Clause:

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. Visit <https://www.mnsu.edu/university-life/health-and-safety/university-security/personal-safety-and-alerts/> for the most up-to-date information.