

## EMPLOYER GUIDELINES FOR USE

Wayne State University adheres to the National Association of Colleges and Employers' (NACE) [Principles for Professional Practice](#) as well as the Equal Employment Opportunity Commission (EEOC) [guidelines](#). By creating an account on Handshake, the employer agrees to abide by NACE and EEOC standards as well as the guidelines set forth by Wayne State University.

### Approved employer accounts must be filled out completely including:

- Verifiable contact information including at least one point of contact within the organization
- A clear and complete company description
- An email address that matches the domain of the organization's website (Gmail, Yahoo, AOL, Hotmail, etc... will not be approved)
- An active website
- Must list a business address

*We reserve the right to decline based on other factors that may be a potential risk to students. Please contact us directly if you feel your company has been declined in error.*

## JOB, INTERNSHIP AND CO-OP POSTING GUIDELINES

Employer organizations posting opportunities on Handshake must have actual or anticipated valid employment, internship, or co-op opportunities for students and/or alumni. The organization must accurately describe the responsibilities and requirements for the opportunities within the job posting. Additionally, all conditions for employment must be clearly publicized in the position description. This includes, but is not limited to, positions that are commission-based, involve out-of-pocket financial expenses, test taking requirements and so forth.

## POSTING REQUIREMENTS

### Each position must:

- Be a paid part-time, full-time, internship or co-op opportunity for students and/or alumni (\*if an internship is listed as unpaid it must meet the [U.S. Department of Labor's guidelines from Fact Sheet 71](#))
- Include a clear and complete job description including but not limited to a summary of the position, job duties, required and preferred qualifications.
- Include the location of the position

### The following types of positions will not be approved in Handshake:

- Internships that do not provide a learning environment supported by supervision
- Postings with an incomplete and/or unclear job description
- Opportunities that charge fees for placement
- Opportunities to be a research subject
- Postings for the following positions will be declined:
  - Private Tutoring
  - Babysitter
  - Multilevel marketing positions
  - Commission based jobs that do not meet all criteria outlined above
  - Financial services roles that do not meet all criteria outlined above
  - Roles posted by third party recruiting and staffing agencies that do not meet all criteria outlined above

*Adapted with permission from Marquette University's Career Services Center*