



## ACADEMIC ADVISING & CAREER DEVELOPMENT CENTER

### **Employer Policies**

The St. Norbert College Academic Advising and Career Development Center (AACD) is committed to empowering students and alumni as they make meaningful connections with and contributions to the world. This is done in a student-centered environment, in support of the mission and heritage of the college to foster intellectual, spiritual, personal and vocational development.

#### **EXPECTATIONS**

The SNC AACD subscribes to and endorses the [Principles for Professional Practice](#) established by the National Association of Colleges and Employers ([NACE](#)) and expects employers utilizing our services to follow these principles as well as Equal Employment Opportunity ([EEO](#)) laws. There shall be no discrimination against any qualified person on the grounds of age, disability, national origin, race, color, religion, gender, political views, marital status, or sexual orientation.

#### **POSTING POSITIONS**

In an effort to ensure complete and accurate data is included in all employment postings, we respectfully request employers to post their own opportunities via [Handshake](#), our online database.

Positions are posted for a maximum of **60 consecutive days**, but you may login and update the application deadline date. All submissions are reviewed and approved/rejected based upon the information contained in the posting. We invite employers to post positions provided they meet the following criteria:

- The organization must have actual or anticipated bona fide, career-related full-time, internship or part-time opportunities for our students and alumni.
- The organization must accurately describe the responsibilities, requirements and application instructions in all publicity, including online job postings and information sessions.
- All conditions for advertised positions 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, etc.

The College shall not be responsible to anyone who posts, accesses information, or otherwise uses Handshake for any direct or indirect harm, damage, or loss incurred in connection with such use, regardless of the nature of the claim or cause of action. Without limiting the foregoing, the College expressly disclaims any responsibility or obligation to assess or determine the suitability of any individual seeking employment, any potential employer, or any potential employment situation.

By using Handshake to post positions, retrieve information, or engage in employment activities, the user shall be deemed to understand and agree to the above terms and disclaimer of College liability.

### **The AACD will not approve a position if the position:**

- Is incongruent with the mission of the college ([www.snc.edu/mission/statement.html](http://www.snc.edu/mission/statement.html)).
- Involves on-campus solicitation or on-campus sales.
- Does not clearly disclose the full scope of involved fees in all postings and advertising.
- Is contingent upon the student paying a fee for employment or placement services, or involves the student purchasing inventory.
- Is for a private individual with a non-established business and there is no employment or work-for-hire contract (e.g., babysitting, nanny, caretaker, tutor, etc.).
- Positions related to alcohol, tobacco, or firearms will be reviewed on a case-by-case basis and may be denied the ability to post.
- Is a volunteer position. Volunteer positions can be shared with the Sturzl Center for Community Service & Learning, (920) 403-3374 or [sturzlcenter@snc.edu](mailto:sturzlcenter@snc.edu).

We reserve the right to refuse individual postings.

### **THIRD PARTY RECRUITING/STAFFING AGENCIES**

St. Norbert College provides campus access to third party recruiting and staffing agencies through services provided by the AACD. Examples of services include job postings on Handshake and career fairs. The agency must meet the following requirements in order to utilize AACD services:

- Identify, on all job postings, the name of the employer being represented.
- Charge no fees to the candidate.
- May not attend career fairs unless they are hiring for their own office. Exceptions will be made on a case by case basis for third party recruiters who recruit for a specific area.
- In accord with the [Family Educational Rights and Privacy Act \(FERPA\)](#), release candidate information provided by the college exclusively and only to the identified employer. **Re-disclosure of candidate information is not permitted.**
- Participation on Handshake is limited to job postings only.
- ONLY select Third Party Recruiting/Staffing Agency as the Employer Industry in their Handshake profile.

### **COMMISSION BASED EMPLOYERS or FRANCHISE OPPORTUNITIES**

Employers with commission-based or franchise opportunities may be advertised to students and alumni provided that the following requirements are **clearly** noted on job postings/advertising and is thoroughly explained to prospective candidates:

- Disclose the compensation agreement.
- Disclose the opportunity is running one's own business through a franchise.
- Disclose the full scope of all involved fees.
- Do not charge penalties, fees or withhold earnings if the franchisee leaves the franchise.

### **ALCOHOL FOR RECRUITING EVENTS**

Serving alcohol cannot be part of the recruiting process. This includes both on-campus and off-campus events such as receptions, information sessions, dinners, company tours, etc.

## CONFIDENTIALITY

Employment professionals will maintain the confidentiality of student and alumni information, regardless of the source, including personal knowledge, written records/reports, and computer databases. There will be no disclosure of information to another organization without the prior written consent of the student/alumni.

## VISIBILITY TABLES

The St. Norbert College Academic Advising and Career Development Center (AACD) will coordinate visibility tables for employer or graduate school partners outside of Michael's Commons Dining Hall during peak student traffic times (Monday - Friday, 11am - 1pm) upon request and according to the following criteria:

The AACD will coordinate tables for employers or graduate school partners that:

- Have an established relationship with St. Norbert College as an Employer Sponsor and/or have attended a Career & Graduate School Fair.
- Have approved jobs posted on Handshake.
- Adhere to all employer policies.

The AACD will not coordinate tables for employers or graduate schools that:

- Do not adhere to all employer policies
- Are political organizations, represent a political candidate or party, or promote a political agenda. Please email Student Affairs at [sadivision@snc.edu](mailto:sadivision@snc.edu) to be connected with the appropriate political student organization.
- Are recruiting for undergraduate vocational or trade programs.
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Table hosts are welcome to bring a table cloth, banner, table top displays or other company marketing items or giveaways, but cannot put anything on the walls, doors or windows.

Please note the college has a no solicitation policy, so the sole purpose of the visibility table is to increase awareness of your company and available positions.

Visibility tables are limited to one table per month per employer and two (2) representatives per table. Request a visibility table by emailing [careers@snc.edu](mailto:careers@snc.edu) or by calling us at 920-403-3040.

## RESOURCES

### U.S. Equal Opportunity Commission:

[Federal Laws Prohibiting Discrimination QA](#)

[Americans with Disability Act: A Primer for Small Business](#)

### U.S. Department of Labor:

[Internship Compensation Under the Fair Labor Standards Act](#)

[Disability Resources/Job Accommodations](#)

[ODEP Diverse Perspectives: People with Disabilities Fulfilling Your Business Goals](#)

### Other Federal Workplace Laws:

[Workplace Laws Not Enforced by the EEOC](#)

### U.S. Department of Education:

[Family Educational Rights and Privacy Act \(FERPA\)](#)

**DISCLAIMER**

In recruiting at St. Norbert College, you agree to accept and comply with the policies and procedures of the SNC AACD. We reserve the right to refuse service to any organization whose business we believe is of a nature that is not appropriate for our students and alumni, nor consistent with the mission of St. Norbert College. If the AACD determines that an employer has practiced recruiting techniques that are inconsistent with the requirements set forth in this policy, the employer's recruiting privileges (including access to Handshake) will be suspended for one year. If after one year the employer would like to be reconsidered for eligibility to recruit on campus, they must contact the AACD for a face-to-face meeting. All decisions concerning registration of companies and organizations are made at the College's sole discretion.

*Updated August 26, 2024*