

Recruitment & Employer Policy

Accommodations for individuals with disabilities in accessing these policies are available upon request by emailing accessiblepolicy@wcupa.edu

I. Purpose and Scope

West Chester University is committed to creating a safe and equitable space for students who are seeking jobs and internships. All employers engaging in recruiting activities with the university, in person and virtually, are subject to this policy.

II. Policy Statement

This Policy Document contains both policy requirements and guidelines associated with the recruitment of West Chester University students and alumni. This section contains the policy requirements, and section III contains the Recruitment Guidelines. Both sections are equally binding on all employers who intend to post positions for University students and alumni.

A. NACE Principles

The Twardowski Career Development Center at West Chester University is a member of the National Association of Colleges and Employers (NACE). In accordance with our commitment to maintaining the standards of this organization, the career center adheres to and expects employment professionals to adhere to principles of college recruiting articulated in the NACE Principles for Ethical Professional Practice, which are as follows.

1. Practice reasonable, responsible, and transparent behavior ...

... that consciously avoids harmful actions by embodying high ethical standards.

... by clearly articulating and widely disseminating your organization's policies and guidelines.

... that guarantees equitable services for all constituencies.

... that is commensurate with professional association standards and principles.

... when resolving differences and addressing concerns raised by students and alumni.

... by nurturing sustainable relationships that are respectful and transcend transactions.

2. Act without bias ...

... when advising, servicing, interviewing, or making employment decisions.

... when defining what constitutes employment.

3. Ensure equitable access ...

... without stipulation or exception relative to contributions of financial support, gifts, affiliation, or in-kind services.

... in the provision of services and opportunities without discriminating on the basis of race, gender, gender identity, ethnicity, sexual orientation, religion, national origin, disability, age, economic status, or veteran status.

... by proactively addressing inclusivity and diversity; employers should utilize on campus recruiting practices that do not exclude students based on their background or identity.

4. Comply with laws ...

... associated with local, state, and federal entities, including but not limited to EEO compliance, immigration, and affirmative action.

... in a timely and appropriate way if complaints of non-compliance occur.

... and respond to complaints of non-compliance in a timely and prudent manner.

5. Protect confidentiality of ...

... all personal information related to candidates and their interviews, and their engagement with services, programs, and resources.

... student information related to professional plans.

B. Other Policy Requirements

1. Disclaimer

The Twardowski Career Development Center at West Chester University serves only as a clearinghouse of information regarding job and internship opportunities. The listing of a position should not be interpreted as an endorsement. Accordingly, West Chester University expressly disclaims any liability in connection with any potential or actual employment which results from any applicant's response to any job posted within Handshake, the Career Development Center's online job and internship board. The Career Development Center and its staff are not responsible for safety, wages, working conditions or any other aspect of off-campus employment. Students and alumni should personally research openings and agencies prior to entering into any contractual arrangements or exchange of monies in any form.

2. Nondiscrimination Statement

West Chester University is committed to providing leadership in extending equal opportunities to all individuals. West Chester University does not discriminate on the basis of race, color, sex, sexual orientation, gender identity, religion, creed, national or ethnic origin, citizenship status, age, disability, veteran status or any other legally protected class status in the administration of its admissions, financial aid, educational or athletic programs, or other University-administered programs or in its employment practices. West Chester University is required to comply with all Title IX, the Clery Act, and Campus SaVE requirements in order to provide safe

and equitable opportunities for all students. Questions or complaints regarding this policy statement should be directed to Lynn Klingensmith, Social Equity Director/Title IX Coordinator, located at 13/15 University Avenue, West Chester, PA 19382; email: LKlingensmith@wcupa.edu ; phone: (610) 436-2433. Additionally, inquiries related to Title IX and its implementing regulation can be made to the U.S. Department of Education, Office of Civil Rights, Region III, The Wanamaker Building, 100 Penn Square East – Suite 505, Philadelphia, PA, 19107; Phone: (215)656-6010; Fax (215)656-6020.

3. Rights Reserved

The Career Development Center at West Chester University reserves the right to investigate complaints by students, staff, or faculty about employers or jobs posted through Handshake. If it is determined that an employer has engaged in activity that is either illegal or in violation of this Policy concerning a student or alumni, the Career Development Center may choose to deny the employer services and report the offending organization to appropriate agencies. In its discretion, the Career Development Center also may follow up with the employer to determine if they have a process in place to address the incident or activity. The employer will be notified directly of any violation, and the Career Development Center will consider the employer's response in determining if the employer may continue their recruiting relationship with WCU.

The Career Development Center at West Chester University reserves the right to investigate complaints by students, staff, or faculty about employers or jobs posted through Handshake. If it is determined that an illegal or harmful practice was committed against the student or alumni, the Career Development Center may choose to deny the employer services and report the offending organization to appropriate agencies

after following up with the employer to determine if they have a process in place to address what happened and if that process was followed. The Career Development Center also reserves the right to deny any employer found to be in violation of the above guidelines and policies. The employer will be notified directly if they were in violation. The steps they've taken will be considered in terms of whether or not it is appropriate for them to continue their recruiting relationship with WCU.

4. Procedures

The Career Development Center will:

- 1) Assist recruiters with accessing groups on campus to provide a more inclusive applicant pool;
- 2) Respond to complaints of Equal Employment Opportunity noncompliance, working to resolve such complaints with the recruiter or employing organization, and, if necessary, referring such complaints to the appropriate campus department or other agency. Employers shall cooperate with the policies and procedures of the Career Development Center, including certification Equal Employment Opportunity compliance as well as compliance with all federal and state employment regulations.

C. Recruitment Guidelines

1. Platforms for Posting Positions

Handshake is the platform that is utilized for full time, internship and some part time positions where the employer is using a business email address.

Employers are able to post part-time, seasonal and temporary opportunities not requiring a degree that may be of interest to current

West Chester University students in QuadJobs (quadjobs.com), a third-party site.

2. Pre-requisites for use of Handshake

Approval for Registration & Job/Internship Posting through Handshake
Employers who adhere to these guidelines and policies are invited to register and post positions, for free, on Handshake for students and alumni. All required fields must be completed in order for accounts and postings to be approved. Please be aware that due to the high volume of postings we receive, the Career Development Center cannot create, maintain, or edit postings for employers.

Within Handshake, Employer Accounts will not be approved if:

- Legitimacy of the company/organization cannot be verified through an internet search.
- A review within Handshake shows reviews by other colleges that outline scams and fraudulent activity committed by the employer, flagged employers, low trust score (below 40%) based on approvals/rejections and interactions with other schools or reports of unprofessional behavior. This will be determined by the Associate Director for Employer Engagement and the Recruiting and Events Coordinator.
- Contact email is from a personal account (Gmail, Yahoo, Hotmail, etc.) instead of a company, agency or professional domain.
- Contact is a current WCU student.
- Contact does not provide a legitimate, public website, if one is available.

- WCU staff cannot identify opportunities that will be of interest to students/alumni from employer. Staff will only screen based on the legitimacy of the employer and the posting.
- Company address is not complete and accurate and is not a recognized US-based business address (residential addresses will not be approved).
- Company/organization is an online resource for the purpose of promoting networking and job opportunities, including career information websites and job seeker resources.

Within Handshake, Job/Internship Postings will receive additional screening and/or will not be approved if:

- The posting is lacking position qualifications, professional email, or application instructions.
- Positions requiring money for training and/or supplies (e.g., the purchase of a demonstration package) do not clearly state in job postings and all written and electronic correspondence the financial obligation to candidates, specific uses of required fees, as well as whether or not a reimbursement policy exists.
- Job seekers/employees are charged non-refundable fees (other than for licensures) by the company or other entity affiliated with the company.
- Position requires candidates to spend money and then receive reimbursement, such as Mystery Shopper positions.
- Position requires candidates to work in a private residence.
- Position requires candidates to recruit other members or sub-distributors.
- The opportunity involves on-campus solicitation including: posting of materials, door to door solicitation, or sale of products or services.

- Flyers, posters, and promotional materials exclude company name and information.
- The position employs students by a private individual with an un-established business. The position is a work-for-hire contract (e.g., babysitting, nanny, caretaker, personal tutor).
- The position requires a party to contact outside sources, such as sitter network sites, your local paper, or QuadJobs.
- For commission-only jobs, the employer fails to fully disclose the precise nature of the work and the structure of their compensation package (salary, hourly, commission, sliding scale pay, or any other pay structure) in their job posting and all correspondence with candidates.

3. Specific Types of Postings

a. Internships

Paid vs. Unpaid: Organizations that do not intend to provide compensation for internships should review the Fair Labor Standards Act as well as the most current legal rulings related to unpaid internships. The WCU Career Development Center does not screen/review/approve internships on the basis of paid versus unpaid status; we expect employers to be responsible for adhering to appropriate compensation practices for their state, type of organization, etc.

- National Association of Colleges and Employers (NACE) Position Statement on U.S. Internships

<http://www.nacweb.org/advocacy/position-statements/united-states-internships.aspx>

Academic Credit: The student will need to seek approval of the structure of the internship for credit from his/her academic department. Students and employers interested in gaining academic credit for an internship are encouraged to discuss the credit granting criteria with the appropriate

course instructor prior to the start of the opportunity. Approval of paid or unpaid internship opportunities for academic credit must be coordinated directly with the appropriate academic department(s). The Career Development Center is not involved in approving internship opportunities for academic credit.

b. Third-Party Recruiters

Third-party recruiters may not charge applicants.

Third-party recruiters must provide a specific description and all requirements within all job listings, including any position that is “commission only” or sales-based.

c. Volunteer/Service-Learning Opportunities

Volunteer positions can be posted to Handshake, however, organizations seeking to recruit volunteers for service-oriented roles are asked to also contact the Center for Civic Engagement and Social Impact at 610-436-3379.

4. Solicitation on Campus

University students, faculty, staff and individuals not affiliated with the University may not solicit or sell commercial products or services on campus without the prior approval of the Vice President for Student Affairs or designee. This does not include fund-raising events conducted by officially recognized University organizations. However, these organizations must have the approval of the Office of Residence Life and Housing Services in order to solicit the students or sell any product or service in the residence halls or at the South Campus Complexes. The form necessary to receive approval can be obtained in the Office of Residence Life and Housing Services in 202 Lawrence Center. Any approved solicitation or selling in the residence halls is restricted to the main lobbies and should

never occur on resident floors. In the residence halls, food and non-alcoholic beverages ordered from local establishments may only be delivered to the main lobby of the hall.

http://www.wcupa.edu/_services/stu.lif/reslifeguide/advertising.asp

5. Extending Offers to Candidates

The Career Development Center requires that employers supply accurate information on their organization, employment opportunities, and compensation packages when extending an offer. Employing organizations are responsible for information supplied and commitments made by their representatives.

The Career Development Center does not have specific restrictions on when offers may be extended. The Career Development Center expects that students will be allowed sufficient time to carefully consider employment offers to make informed decisions; employers must communicate decisions to candidates within a reasonable time frame and clearly communicate that time frame to the candidates.

Employers are expected to inform the Center of any offers extended that must be withdrawn or significantly changed, as well as to inform us if any of our students renege on an acceptance of a job offer.

Employers are expected to refrain from using applying undue pressure on applicants either to accept their job offer or to renege on an acceptance of another offer. If, after making an offer, conditions change and require the employing organization to revoke its commitment to an applicant, the employing organization shall pursue a course of action for the affected candidate that is fair and equitable, including (but not limited to) financial assistance and outplacement services. This is in accordance with the

NACE Position Statement on Rescinded and Deferred Employment Offers. This document provides additional recommendations, legal considerations, and ethical considerations for employers.

IV. Definitions

The following definitions apply to this Policy Document. All definitions will be applied in the spirit of the policy, which is to ensure fairness and accuracy for West Chester University students and alumni.

Recruiting activities include but are not limited to: on-campus interviews (OCI); virtual campus recruiting and interviews; career fairs; information sessions and company presentations; campus information tables; and job postings communicated to students through Handshake and e-mail announcements.

Foreign-based organizations: Employers that are foreign-based firms with no U.S. locations and third-party recruiters who represent foreign-based organizations with no U.S. locations.

Handshake (joinhandshake.com) is a free service for employers to post career-related, full-time, internship, and part-time positions that are appropriate for individuals with or working towards a minimum of a bachelor's degree.

Internships are experiences through which students can apply their academic knowledge in work settings. Internships can be paid or unpaid, for academic credit or not for credit, full time or part time.

Internships for Academic Credit are opportunities where the student and employer develop a specific structure of the position via the job

description, and properly coordinate the experience with the appropriate University academic department.

Private residence includes any place that is someone's home and is not used primarily as a work space.

QuadJobs is a third party site that connects college students with one-time or recurring non-professional part time opportunities.

Third-Party recruiters are defined as agencies, organizations, or individuals recruiting candidates for temporary, part-time, or full-time employment opportunities other than for their own staffing needs. This includes, but is not limited to, organizations such as employment agencies, search firms, contract recruiters, career development consultants, or on-line job posting or resume referral services. See NACE Principles for Ethical Professional Practice for further details and definitions.

V. References

<http://www.naceweb.org/career-development/organizational-structure/principles-for-ethical-professional-practice/>

<https://www.eeoc.gov/>

Reviewed by: Assistant Vice President for Student Development, Student Affairs Policy Designee, PASSHE Attorney for University Legal Counsel

Policy Owner: Jennifer Rossi Long



Approved by:

Dr. Zebulun R. Davenport

Vice President for University Advancement & External
Affairs

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