

Employer Terms and Conditions

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# Terminology and Definitions:

**Candidate-** A person (specifically, an MSU student/alum) who is being considered for a job

**Candidate Information-** Individual's first name, last name, contact information (address, phone number, e-mail address), resume, transcript

**Campus Recruitment-** Job and Internship Fairs, Information Tables, Information Sessions, On-Campus Interviews, CDC (Career Development Center) workshops, CDC Networking Events

**Employer Client-** Client/Customer of Third-Party Agency/Recruiter

**Handshake-** MSU CDC Job Database, a recruitment tool where employers can post open full- and part-time positions and internships, to find qualified candidates and manage on-campus recruitment activities

**Job Description-** Realistic job preview of daily duties/tasks/responsibilities, qualifications including knowledge, skills, abilities, and application instructions

**Priority Employer-** Organization or individual that recruits candidates for an internship or full-time employment with a trust score of 80% or higher with required enrollment in or completion of a four-year degree program for internship and full-time employment opportunities

**Secondary Employer-** Organization or individual recruiting for commission-only based positions, independent contractor positions, teach abroad positions, graduate school programs, or third-party employers or staffing agencies

**Resume Books-** a packet of MSU student/alumni resumes who meet the minimum qualifications of a job

**Third-Party Agency/Recruiter-** organization/individual that recruits Candidates for Employer Clients' temporary, part-time- or full-time employment opportunities

# 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](http://www.naceweb.org/principles/#employment) 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, all recruiting privileges may be revoked, and further action by the University may be taken.

## Non-Disclosure Policy

The Career Development Center is an equal opportunity employer in compliance with the 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](https://www.minnstate.edu/board/policy/1b01.html) laws and regulations.

## Solicitation Policy

**All recruiting activities by employers must be in full compliance with the** [Minnesota State Mankato solicitation policy](https://www.mnsu.edu/students/basicstuff/policies.html#solicitation)**.**

**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 SU (Student Union) 219. Further details about the solicitation policy are available in the [Policy Booklet](https://www.mnsu.edu/students/basicstuff/policies.html). Solicitation is not allowed in academic buildings.

**Residence Communities**: No commercial solicitation is allowed 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 Student Government, specific guidelines are set up for both Student Government 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.

## Employment Offers 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 reneging, which we strongly discourage.

We have created guidelines concerning the acceptance of job and internship offers for fall and spring recruiting that are fair and equitable to all participating candidates and employers:

* If employers make offers at the end of the summer to their interns, we recommend that they give interns until **November 1** to decide, allowing candidates full participation in fall on-campus recruiting.
* If employers make offers to candidates during the fall recruiting cycle, to make an informed decision, we ask that they give these candidates until **December 1**.
* For offers made on or after December 1. We recommend all candidates be given **at least two weeks to decide**.

**Employers should strive to communicate decisions to candidates within the agreed-upon period.** Employers should refrain from any practice that improperly influences and affects job acceptances. Such methods may include undue time pressure for acceptance of employment offers and encouragement of revocation of another employment offer. No special incentive should be held out to induce early acceptance of an offer, nor should a student be subjected to the terms of an exploding offer, such as required quick response time, reduction in offer package, or any other practice that puts excessive pressure on a student.

For more information or questions, please refer to the [National Association of Colleges and Employers (NACE) policy on Reasonable Offers](http://www.naceweb.org/principles/#employment) or contact the Career Development Center via phone at 507-389-6061 or via e-mail at recruit@mnsu.edu

## Employment Offer Timeline Visual Aid

|  |  |  |
| --- | --- | --- |
| **Type of Employer Offer****Start Date** | **Offer Timeline** | **Candidate Response****Expectation** |
| Spring Internship/Employment January Start Date | August-October | November 1 |
| Summer Internship/Employment May Start Date | January-February | March 1 |
| Fall Internship/Employment September Start Date | May-June | July 1 |

# Handshake: formerly MavJobs

**Employers requesting access to Career Development Center services must have an employer account on Handshake (2016-present) and agree to Handshake's Employer Terms of Service** <https://mavjobs.joinhandshake.com/> . By logging into Handshake, the employer agrees to the terms and conditions set forth by Minnesota State University, Mankato, 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 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 an employer relationship, 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 posted in Handshake. If the staff decides that a 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 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 or proper designee.

## Handshake: Employers

For the Career Development Center to approve an employer profile, the employer must be a valid and verifiable organization. Student/alumni information accessed by the employer contact(s) is to be used solely by that contact and may not be distributed or sold to any entity other than the specific employer who has access to Handshake. At Minnesota State Mankato, Handshake Employer accounts are not approved for private household employers or employers that are posting on behalf of other agencies.

We reserve 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 at once upon discovery.

The Career Development Center reviews all employer access requests typically within three to five business days by the below criteria:

* Employers from the five-state region reviewed first: MN, IA, ND, SD, WI
* Employer trust score 80% or higher
* Employer account completeness and accuracy of information
* Google search for an employer location
* Employer website
* Social media presence

Employers may be declined or receive limited access by the below criteria

* Employer trust score 50% or below
* Duplicate employer accounts in Handshake
* Secondary Priority Employers
* Third-Party Agency (temporary agencies, temp-to-hire agencies, search firms, etc.)

### **Handshake: Private Household Employer Accounts**

Effective June 1, 2019, as a precaution for the safety of all involved, the Career Development Center will no longer approve employers or job postings that are for personal/private households or posted by a single individual/family (not part of a larger company). This includes, but is not limited to private households recruiting for: personal care attendants, house cleaning, yard work, nannies, tutors, pet care, etc.

When the position is in a personal home offered by a family or individual, it is hard for the Career Development Center to vet, regulate, or judge the work environment that a student is entering. The Career Development Center will have to deny some great employers and job postings, offering rewarding experiences for our students to follow the ethical standards of our profession to the best of our ability.

Private Household Recruiting Alternative Options:

Minnesota State University Mankato Reporter Ad: <http://www.msureporter.com/>

Minnesota Homecare Association <https://www.mnhomecare.org/members/?id=34541055>

Vine Faith in Action: [www.vinevolunteers.com](http://www.vinevolunteers.com)

### Handshake: Third Party Recruiters:

Third-Party Recruiters using Handshake will:

* Supply complete job descriptions, clearly showing a third-party recruiting status
* Supply the name of the Employer Client for whom they are recruiting in the Job Description (If this information is confidential, it must still be disclosed to the CDC who will not release to Candidates)
* 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, except where expressly agreed to in writing by the Candidate
* **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

Third-Party Recruiters taking part in Campus Recruiting will:

* Disclose the names of Employer Clients to the CDC in advance (upon registration) of the Career Event
* Agree that the CDC has sole discretion as to whether an Employer Client may be represented at a Career Event
* 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 by the below criteria:

* Job postings must include a complete description of the type of work involved
* At the request of the Career Development Center, the employer must fully and specifically disclose to the Career Center Staff and applicants compensation details, any up-front and ongoing fees and investments associated with becoming an employee of the organization, and whether or not the employee is considered an "independent contractor" within the job/internship listing

The Career Development Center will typically 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 which 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 which 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 complaints from faculty/staff/students/alumni or previous employees and or flags in the handshake system
* Positions which are primarily structured as primarily commission-based or an "independent contractor" relationship whereby an individual is engaged in setting up his/her own business for the purpose of selling products or services or recruiting other individuals to set up their own business
* 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 because of the employer's use of University services and facilities.

### **Fairs & Events:**

The Career Development Center sponsors and co-sponsors several career events annually. All career events sponsored by the Career Development Center are solely for employers to recruit student and alumni candidates, or for students and alumni to meet employers to discuss career 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 before registration will be approved for a future event.
* 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 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 those categories may be permitted to participate in the event, to a maximum of ten (10) per event.

### **On-Campus Interviews:**

On-campus interview (OCI) space is offered on a space-available basis at no-cost to priority employers who require enrollment in or completion of a four-year degree program for an internship or full-time employment opportunities. A twice per semester on-campus interview maximum may be applied.

On-campus interviews include the following:

* Log in access to the on-campus interviewing part of Handshake 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 e-mail and other communications
* Use of CDC interview room/s
* Free parking in the visitor's lot found directly in front of the Centennial Student Union
* Courtesy lunch with CDC staff or a 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. Employers requesting on-campus interview dates are asked to update their OCI date to be consistent with the established coordinated dates.

### **Information Sessions:**

Information sessions may be requested through Handshake and are reviewed 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 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 are reserved on a space-available basis. Employers can market their campus visits to students through Handshake. If Tabling is approved, employers 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. Please visit <https://www.mnsu.edu/security/emergencies/weatherclosingshtml.html> for the most up-to-date information.