

## **Employer Policies**

*(Updated January 2021)*

The St. Norbert College Career & Professional Development office 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 Career & Professional Development office 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 and Equal Employer Opportunity ([EEO](#)) laws and legislation. 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 Career & Professional Development office 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.
- 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.). To post babysitting or nanny jobs, contact the Education Department, (920) 403-3004 or [education@snc.edu](mailto:education@snc.edu).
- 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 Career & Professional Development office. Examples of services include job postings on Handshake and career fairs. The agency must meet the following requirements in order to utilize Career & Professional Development:

- 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

We provide a table and chairs during peak traffic times (11-1pm) in a highly visible area. You are welcome to bring your own 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. Violation of the policy may result in loss of access to SNC and Career & Professional Development.

## 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 \(FERPA\)](#)

**State of Wisconsin:** [DWD Labor Standards](#)

## DISCLAIMER

In recruiting at St. Norbert College, you agree to accept and comply with the policies and procedures of the SNC Career & Professional Development office. 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 Career & Professional Development office 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 Hire a Knight) 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 Career & Professional Development office for a face-to-face meeting. All decisions concerning registration of companies and organizations are made at the College's sole discretion.