

POLICY/PROCEDURE MEMORANDUM

TO:
FROM:
SUBJECT: Employer Eligibility to Use Career Center Services
LAST REVISION: June 23, 2017

The University of South Carolina Career Center uses Handshake, an online recruitment system, to provide a variety of employer services. Employer services include position postings, resume referrals, on-campus interviews, job fairs, information sessions, and sponsorship opportunities. All database information must be completed in English.

The Career Center relies on the NACE (National Association of Colleges and Employers) Principles for Ethical Professional Practice as the basis for our employer eligibility policy. Eligibility requirements for USC Career Center employer services are as follows:

Employer Directory

Organizations will be denied access to, and inclusion in, the employer directory in Handshake under the following circumstances:

- Organization has a Better Business Bureau rating below a C
- Organization is past due on paying a career fair registration fee for a fair which they attended

In addition:

- The Career Center reserves the right to request a Business License Number or 501(c)(3) Number (EIN) if deemed necessary, and may deactivate an organization's account if they are unable to provide it
- The Career Center reserves the right to deactivate an organization's account based on complaints made to our office about the organization

Individual contacts will be denied access to, and inclusion in, the employer directory in Handshake under the following circumstances:

- Failure to agree to abide by the NACE Principles for Ethical Professional Practice" as defined by the National Association of Colleges and Employers (NACE) when registering for their Handshake account

All organizations/contacts utilizing Career Center services are expected to abide by all common legal and ethical practices of recruiting and employment. If an organization/contact is found to be in non-compliance with the professional, ethical, and/or legal standards of recruiting and employment, the organization/contact will be suspended from utilizing the services of the Career Center and utilizing any other means on campus to recruit employees.

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Reinstatement of an organization or contact to the Employer Directory will be determined by the Career Center on a case-by-case basis.

Position Postings

Handshake allows for the posting of the following types of positions: full-time job, on-campus student employment, internship, co-op, experiential learning, and fellowship. Postings are not allowed at USC under the following circumstances:

- Any organization who is denied access to the Handshake employer directory
- Positions in adult entertainment and escort services
- Solicitations for paid donors (i.e. blood donors, organ donors, egg/sperm donors)
- Payment to students who take course lecture notes/prepare study guides for USC academic courses

Third-party recruiters are permitted to post positions, but must meet additional requirements. (See www.sc.edu/career/. Click on About the Career Center ---> Policies). (Note: Temporary agencies/staffing services, outsourcing contractors or leasing agencies are considered to be employers, not third-party recruiters.)

Resume Referrals

Employer contacts have access to search the resume database in Handshake. Access to the resume database is not allowed under the following circumstances:

- Any organization or contact who is denied access to the Handshake employer directory
- Any organization who is ineligible to post positions
- Third-party recruiters are subject to additional guidelines. (See www.sc.edu/career/. Click on About the Career Center ---> Policies). (Note: Temporary agencies/staffing services, outsourcing contractors or leasing agencies are considered to be employers, not third-party recruiters.)

Additionally, the Career Center can assist employers with resume collection if needed. Career Center resume collection is not allowed under the following circumstances:

- Any organization or contact who is denied access to the Handshake employer directory
- Any organization who is ineligible to post positions

On-Campus Interviews

On-campus interviews are not allowed under the following circumstances:

- Any organization or contact who is denied access to the Handshake employer directory
- Any organization who is ineligible to post positions
- Third-party recruiters are subject to additional guidelines. (See www.sc.edu/career/. Click on About the Career Center ---> Policies). (Note: Temporary agencies/staffing services, outsourcing contractors or leasing agencies are considered to be employers, not third-party recruiters.)

Information Sessions

Employers/contacts are not allowed to host information sessions under the following circumstances:

- Any organization or contact who is denied access to the Handshake employer directory
- Any organization who is ineligible to post positions
- Third-party recruiters are subject to additional guidelines. (See www.sc.edu/career/. Click on About the Career Center ---> Policies). (Note: Temporary agencies/staffing services, outsourcing contractors or leasing agencies are considered to be employers, not third-party recruiters.)

Job Fairs

Employers/contacts are not allowed to host information sessions under the following circumstances:

- Any organization or contact who is denied access to the Handshake employer directory
- Any organization who is ineligible to post positions
- Third-party recruiters are subject to additional guidelines. (See www.sc.edu/career/. Click on About the Career Center ---> Policies). (Note: Temporary agencies/staffing services, outsourcing contractors or leasing agencies are considered to be employers, not third-party recruiters.)

Sponsorship Opportunities

Employers/contacts are not allowed to host information sessions under the following circumstances:

- Any organization or contact who is denied access to the Handshake employer directory
- Any organization who is ineligible to post positions
- Third-party recruiters are subject to additional guidelines. (See www.sc.edu/career/. Click on About the Career Center ---> Policies). (Note: Temporary agencies/staffing services, outsourcing contractors or leasing agencies are considered to be employers, not third-party recruiters.)