

Employer Approval Guidelines

EMPLOYER HANDSHAKE APPROVAL POLICY

Baylor University Career Center provides Handshake, an online career platform, as an exclusive service to students and alumni, as well as employers seeking to hire Baylor students and alumni for job or internship positions.

Employers who have been granted access to Handshake have the ability to:

- Post jobs, internships and events
- Request and manage on campus interviews
- Connect directly to qualified Baylor students and alumni
- Access and manage employer account information

The following guidelines have been developed to further a mutually beneficial relationship for employers, students and alumni.

EMPLOYER GUIDELINES FOR USE

Baylor University adheres to the National Association of Colleges and Employers' ([NACE](#)) [Principles for Professional Practice](#) as well as the Equal Employment Opportunity and Commission (EEOC) guidelines. By creating an account on Handshake, the employer agrees to abide by NACE and EEOC standards as well as the guidelines set forth by Baylor University. Failure to abide by these standards and guidelines may result in discontinuation of access to Handshake.

Baylor University Career Center adheres to these guidelines in order to ensure the quality of our services and reserves the right to modify these guidelines at any time. All decisions regarding services provided via Handshake are made at the sole discretion of the University, and the Baylor University Career Center reserves the right to remove any accounts and/or postings from Handshake at any time.

Employers must be in good standing with Baylor University. Complaints received by the Baylor University Career Center at any time regarding unethical work practices or treatment of students and/or alumni by an employer will result in discontinuation of access.

Employers that dump jobs in the system with no consideration for Baylor University Career Services Center's **Postings Guidelines** may be deactivated.

BAYLOR UNIVERSITY CAREER CENTER

To be eligible for approval, employer accounts must be filled out completely including:

- Verifiable contact information including at least one point of contact within the organization
- A clear and complete company description
- An email address that matches the domain of the organization's website
- An active website
- A complete physical address

Employer accounts not eligible for approval include:

- Employers offering services in direct moral conflict with Baylor University's mission as a Baptist institution
- Employers that provide a residential address
- Employers that offer services that are illegal according to Texas state and federal law
- Organizations that charge fees for participation or placement

Organizations that primarily offer positions that are not in line with Baylor University Career Center's Posting Guidelines, including but not limited to:

- Graduate and Professional School Programs
- Teaching English Abroad Programs
- Camps
- Nanny / Au Pair Agencies
- Temp Agencies
- Tutoring Firms

Employer accounts eligible on a case by case basis:

- Third Party Recruiting Firms provided they meet all guidelines outlined
- Employers not meeting the required 80% trust score but meet all guidelines outlined

Job Posting Approval Guidelines

JOB, INTERNSHIP AND CO-OP POSTING GUIDELINES

Employer organizations posting opportunities on Handshake must have an actual or anticipated valid, career-related full-time, internship, or co-op opportunities for students and alumni. The organization must accurately describe the responsibilities and requirements for the opportunities within the job posting. Additionally, 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.

POSTING REQUIREMENTS

Each position must:

- Be a career-related full-time, internship or co-op opportunity for students and recent alumni
- Target majors, programs and interests of Baylor University students
- Include a clear and complete job description
- Include the location of the position

The following types of positions will not be approved in Handshake:

- Postings for positions in direct moral conflict with Baylor University's mission as a Baptist institution
- Internships that do not provide a learning environment supported by supervision
- Opportunities that target majors or programs not offered at Baylor University. Please review these lists: [Baylor University Majors](#) & [Graduate Programs](#)
- Postings with an incomplete and/or unclear job description
- Positions, such as nanny, wait staff, concession stand worker, housekeeping, janitor, parking attendant, etc.
- Postings requiring a DDS or JD degree
- Postings that target alumni with more than three years of experience including executive level positions
- Opportunities that charge fees for placement
- Opportunities to participate in research studies

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To recruit for positions requiring a law degree and/or to recruit law students, please contact the [Baylor University Law School Career Development Office](#)

Postings for the following positions will be declined:

- Tutoring
- International positions – US work authorization IS required
- Campus Brand Ambassador Positions
- Teaching English Abroad Positions
- Commission only based jobs that do not meet all criteria outlined below
- Roles posted by third party recruiting and staffing agencies that do not meet all criteria outlined below

THIRD PARTY RECRUITING/STAFFING AGENCIES

Participation on Handshake is limited to job postings, provided the agency comply with the below conditions:

- All staff associated with the Handshake account must self-disclose their status as a third-party recruiter.
- Internal positions only will be approved.
- Charge no fees to the candidate.
- Comply with all federal and state Equal Employment Opportunity (EEO) laws (Title VI and IX, and ADA) and all other Baylor University Career Center policies.

COMMISSION BASED EMPLOYERS

The compensation arrangement must be clearly noted in the job posting.

MARIJUANA AND CANNABIS INDUSTRIES

The Baylor University Career Center will not approve job postings or internships involved with the use, production, testing, or distribution of recreational or medical marijuana. As the use of marijuana is illegal at the federal.

RIGHT TO REFUSAL

The Baylor University Career Center reserves the right to terminate from or refuse the participation of any organization in recruiting activities. Reasons may include misrepresentation, complaints by students/alumni or violation of Baylor University Career Center recruiting policies. Furthermore, we reserve the right to deny organizations that are in direct moral conflict with our mission as a Baptist institution from recruiting on campus. All decisions concerning registration of companies and organizations are made in the University's sole discretion.