



## Career Center

# Recruiting Guidelines for Employers

### A Successful Recruiting Relationship at Mansfield University

We welcome the opportunity to partner with you for a successful recruiting experience. We would love to help you with the following:

- Share your job and internship opportunities via Handshake, our virtual career management system
- Make the faculty, staff, and student organization connections you need
- Tell you about the students and the academic programs on our campus
- Help you navigate the University and its offices
- Advise you about recruiting activities that may work for you
- Offer insight into developing successful information sessions and tables
- Manage your visit so that you can make the most of your time

Mansfield University graduates are market-ready. They start strong and contribute immediately. Our emphasis on critical thinking translates to capable and talented employees. Working together, we can make your recruiting experience a productive one. Contact the office at 570-662-4133 or [careers@mansfield.edu](mailto:careers@mansfield.edu) to discuss recruitment opportunities.

### General Recruiting Statement:

The Mansfield University Career Center ascribes to the Principles for Ethical Professional Practice, as published by the National Association of Colleges & Employers (NACE). These principles provide a framework for professional relationships among colleges/universities, employing organizations, and candidates. The full text of these principles is available at [www.naceweb.org/principles](http://www.naceweb.org/principles).

Employers seeking candidates for eligible jobs and internships may formally recruit Mansfield University students and alumni through Handshake listings, on-campus interviews, information sessions, information tables, class presentations, and networking receptions. The Career Center maintains oversight over job/internship listings and may periodically reserve access. Campus facilities used for recruitment will be reserved by the Career Center for the use of organizations and employers. Please note that employer recruitment activities are typically suspended during the weekends, summers, or during other major campus events. Recruiters will need prior permission from faculty to distribute recruitment materials in classrooms.

The Career Center does not endorse specific employers. Mansfield University disclaims any liability in connection with any potential or actual employment which results from any applicant's response to a posted opportunity.

If an organization does not intend to provide compensation for internships, it is recommended that the organization familiarize itself with the Fair Labor Standards Act as it relates to Internship Programs (<https://www.dol.gov/whd/regs/compliance/whdfs71.htm>).

### Equal Employment Opportunities:

Employers recruiting at Mansfield University will be expected to maintain EEO compliance and follow affirmative action principles in recruitment activities. Employers should consider all interested students/alumni for employment opportunities without regard to race, color, religion, sex, disability,

ancestry, national origin, age, sexual orientation, gender identity/expression, genetic background, or veteran status in accordance with state and federal laws.

### **Third-Party Recruiting:**

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. Employers who act as third-party recruiters (staffing agencies, contractors) and charge an applicant fee to initiate the hiring process, or as a condition of employment, will be denied access to Handshake. All other third-party recruiters may use Handshake to post announcements regarding specific job or internship opportunities -- they are not authorized to conduct resume searches. Third-party recruiters should carefully review the National Association of Colleges and Employers (NACE) Principles for Ethical Professional Practice.

### **Employers Requiring Up-front Fees (Entrepreneurial Investments):**

Employers who require any entrepreneurial investment or upfront fees to be paid by candidates must state the nature and amount of those fees in their job postings and all correspondence to candidates. One-time application fees or costs (e.g., housing or living expenses for special internship programs) must also be specified. Failure to include information about fees in communications with candidates and Career Center staff may result in the removal of recruiting permission at Mansfield University.

### **Commission-Only Opportunities:**

Employers with commission-only opportunities must explicitly state the nature of the compensation in their job posting and all correspondence with candidates.

### **Campus Ambassador/Representative Positions:**

Employers/Organizations that hire students to work on the Mansfield University campus in a "student ambassador" or "campus representative" type of role should be aware of the following institutional policies that students must adhere to during the course of such employment:

- **Residence Hall Solicitation Policy** states "solicitation for commercial purposes is prohibited in the residence halls. This includes instances where students are acting on behalf of outside business agencies." (<https://www.mansfield.edu/residence-life/>)
- **Campus Technologies Acceptable Use Policy** states users should "not use information resources for commercial purposes" and "not send excessive e-mail/attachments or messages locally or over the network such as chain letters, advertisements, or solicitation." (<https://www.mansfield.edu/policies-procedures/upload/Acceptable-Use-Policy.pdf>)

Students who violate Mansfield University campus policies related to their role as a "campus representative" or "student ambassador" may be subject to possible disciplinary action. Employers/Organizations that require or encourage students to engage in practices that violate Mansfield University campus policies will risk revocation of recruiting and job posting privileges.

### **Foreign-Based Firms:**

Employers that are foreign-based firms with no U.S. locations and third-party recruiters who represent foreign-based firms with no U.S. locations will not be eligible to use Handshake immediately. Said companies and their representatives are asked to first establish a working relationship with a faculty member or administrator at Mansfield University of Pennsylvania. The professional employee of Mansfield University who agrees to vouch for the company may then contact the Career Center for further discussion. Alternatively, the employer may send the Mansfield University Career Center a minimum of two reference

letters from two career development professionals representing different U.S. colleges or universities with whom the employer has worked on a personal basis.

### **Products and Services that Violate Federal, State, or Local Law:**

Mansfield University's Career Center reserves the right to refuse access to any employer when that employer's product or services violate local, state, or federal law. This includes but is not limited to organizations that cultivate, package, or distribute controlled substances, such as cannabis and other drugs.

### **Rights Reserved:**

Mansfield University Career Center reserves the right to investigate complaints by students or alumni about employers or jobs posted through the Career Center. The Director of the Career Center or their assignees, in their role as stewards of university students, may temporarily or permanently suspend the access of any employer to the university's recruitment systems when the employer has demonstrated poor judgement in their workplace management culture in addressing, managing, and resolving claims of abuse, harassment, sexual harassment, or when the employer has shown a propensity to foster an unsafe or hostile work environment. These environments are not suitable workplaces for our students (interns) or alumni. If repeated accusations have been made or charges filed against an employer, job posting and recruiting privileges may be suspended for a period of time until such disputes have been resolved, at which time, the director or assignees may consider reinstating access to the recruitment systems.

These guidelines are subject to change without prior notice. All employers are still subject to the terms of these guidelines.

**For questions about these guidelines**, please contact the Mansfield University Career Center at 570-662-4133 or [careers@mansfield.edu](mailto:careers@mansfield.edu). The Mansfield University Career Center is a member in good standing with the National Association of Colleges and Employers (NACE), the Pennsylvania Association of Colleges and Employers (PennACE), and the Pennsylvania State System of Higher Education Career Professionals Association (PASSHE CPA).