



Job Posting Policy

Xavier University provides an online job board, [Handshake](#), for employers to post and market opportunities free of charge to current students and registered alumni. Employers are encouraged to [create an account](#) and post jobs in the [Handshake](#) system. By creating an account, organizations gain the ability to review and accept applicants, request information sessions and tables, request on-campus interviewing, and communicate with candidates.

Employers requesting to connect on Handshake are screened prior to approval by Employer Relations. All employers are asked a series of questions and a thorough research is done on your profile and organization. We look for completeness, accuracy, and appropriateness for XU students and alumni. Xavier University reserves the right to decline to post a position or refuse service if an organization has any unresolved investigations, complaints filed with the Better Business Bureau, are not in alignment with Xavier's values or for any reason as determined by Career Development. Employers who access student resumes for reasons other than legitimate recruitment will be blocked from further use. Career Development will determine if an employer connection will be approved based on the posting policies.

POSITIONS SUITABLE FOR HANDSHAKE INCLUDE:

- Full Time – A Full Time position requiring a degree from a specific academic major(s)
- Internship – An Internship position for students with specific majors and skill sets. Unpaid internships will be posted for exempt public sector employers or non-profit agencies only.
- Company Immersion Program – A one-time program that introduces students to a company to meet representatives and tour facilities/office spaces.
- On-Campus Student Employment – Federal Work Study: Xavier University Offices (and other approved organizations) offering part-time, general service and labor positions that do not require students to have special knowledge in a particular academic area.
- On-Campus Student Employment – Open to all students: Xavier University Offices (and other approved organizations) offering part-time, general service and labor positions that require students to have special knowledge or skill base.
- Part-Time/Temporary/Seasonal – Local, off-campus, general service and labor positions. (Examples include: Retail, Food Service, Clerical, Summer Camp Counselors)
- Volunteer – Service opportunities that ask students to volunteer on a one-time basis or long term commitment.

POSITIONS THAT WILL NOT BE POSTED:

- Multi-level marketing or other “start-your-own business” opportunities.
- Part-time student positions, internships paid on a commission-only basis, positions which require the student to participate in non-paid training, or require the purchase of a sales kit or other materials as a condition of employment.
- Work in private homes such as child care, tutoring, nanny, moving, maintenance, etc.
- Opportunities outside of the United States of America (company/organization must be headquartered in the United States to be able to post opportunities.)
- Positions that pay for work in cash or other informal work/pay arrangements.

***Students MUST receive a W-2 or Form 1099 from Employers.**

LISTED BELOW ARE ADDITIONAL GUIDELINES:

- Employers must be an equal opportunity employer and adhere to the [Principles for Professional Practice](#) by the National Association of Colleges and Employers (NACE). It is our expectation that all employers requesting use of our services also observe NACE’s [Reasonable Offer Deadline Guidelines](#).
- Paid positions posted on Handshake must pay at least minimum wage. Compensation may include housing, living expenses, stipends, tuition reimbursement and mileage to meet the minimum wage requirement.
- Commission-only compensation jobs will only be accepted for Full Time post-graduate positions.
- Xavier University highly recommends that employers provide wages for internship positions for a variety of reasons. Unpaid internships will be posted for exempt public sector employers or non-profit agencies only.

NON-DIRECT HIRING EMPLOYERS; THIRD-PARTY/CONTRACT RECRUITERS:

- Non-direct hiring employers may advertise only internal positions (*with the exception of non-direct hiring employers located in the Greater Cincinnati and Northern Kentucky area*).

Third-Party/Contract Recruiter Services:

Career Development will promote the job and pertinent information through normal channels which may include [Handshake](#), referral to faculty and/or staff, and/or direct referral to candidates. The third-party/contract recruiters will be listed as the contact and identified as an employment agency. If a third-party/contract recruiter wishes to interview candidates on campus, or attend career fairs, that recruiter will agree to abide by the above policies and to identify the represented employer(s) to both Career Development and potential university interviewees. Third-party/contract recruiters who elect to interview on campus should understand that the candidate information provided by Career Development is to be used exclusively for the employer(s) so identified.

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In providing services for third-party/contract recruiters, University policy requires that:

1. Third-party/contract recruiters operate in congruence with the university policy of Equal Opportunity/Affirmative Action and do not discriminate on the basis of age, race, color, religion, sex, handicap, or national origin. An employer or agency using the services of Career Development understands that compliance with all related federal and state statutes and regulations is required for initiation or continuance of Career Development.
2. Third-party/contract recruiters will abide by the Principles for Third-Party Recruiters as described in the NACE Principles for Professional Practice.
3. All positions listed by third-party/contract recruiters with Career Development be fee paid by the employer.
4. Third-party/contract recruiters will provide information about their operations and services to Career Development for candidate review. That information may accompany this form, or be forwarded under separate cover.
5. It will be the responsibility of the candidate to contact the third-party/contract recruiter. Candidate names and/or information concerning candidates will not be released to third-party/contract recruiters unless candidates provide a written release, signed and dated by the candidate, for that specific agency. Federal law requires that confidential letters not be shared with candidates.

Organizations can further advertise position vacancies through the Xavier University newspaper, [The Newswire](#).

Xavier requires hiring organizations to understand the laws pertaining to paid and unpaid ("volunteerships") internship experiences as they relate to the [Department of Labor's 6-factor test](#) and the [Fair Labor Standards Act \(FLSA\)](#). These laws require an employer to pay an intern/trainee minimum wage in accordance with FLSA or applicable state minimum wage laws unless the primary benefit is with the student/trainee/intern.

Many academic departments at Xavier University offer credit-bearing courses for internship experiences. Academic departments determine all eligibility requirements, number of credit hours, etc. Employers and students should be referred to their internship coordinator or department chair to find out whether the internship does meet requirements for academic credit. The award of academic credit does not waive the minimum wage requirement (see FLSA link above).

Career Development Office

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