

University of St. Thomas Employer Policies and Guidelines

NACE Principles for Employment Professionals

The University of St. Thomas Career Development Center requires that employers uphold the professional conduct standards outlined by the National Association of Colleges and Employers (NACE) in their Principles for Employment Professionals, a subsection within NACE's Principles for Professional Practice (<https://www.nacweb.org/career-development/organizational-structure/principles-for-ethical-professional-practice/>).

Equal Employment Opportunity Compliance

Employers recruiting St. Thomas students and using the university's job board must comply with all applicable laws relating to equal employment opportunity (EEO) and may not discriminate against a job applicant because of his or her race, color, religion, national origin, age, disability, sexual orientation, gender identity, military or veteran status, genetic information, marital status, parental status, ancestry, source of income or any other classes protected by local, state and federal law. Federal law also prohibits citizenship status and national origin discrimination with respect to hiring, termination, and recruiting, or referring for a fee. Visit EEOC (<https://www.eeoc.gov/>) and the Department of Justice ([Immigrant and Employee Rights Section | CRT | Department of Justice](#)) for additional information on prohibited EEO practices.

Internship Compensation and the Fair Labor Standards Act (FLSA)

The St. Thomas Career Development Center does not provide legal advice. Employers interested in providing internships for St. Thomas students are encouraged to consult with their own advisors regarding compliance with the [Fair Labor Standards Act \(FLSA\)](#), ownership of intellectual property, general liability issues or any other potential areas of concern.

For further exploration of this issue, organizations may wish to consult [NACE's Position Paper on US Internships.](#)

Handshake Policies

Posting Guidelines

Employers creating an account agree to abide by the guidelines set forth by the Career Development Center relating to the job and internship posting service. All postings to this site must be of a nature that is appropriate for students of a Catholic institution. Postings from single issue political organizations must be consistent with Catholic teaching. Controversial positions may be removed from our site without notice.

- All employers posting on this site agree that the position listed is a valid job opening that would be appropriate for students or alumni with degrees from the University of St. Thomas.
- Employers also agree to not post positions under job roles that are not relevant to the job (e.g., Sales Representative posting seen under Data Analyst job function.).

- All employers posting on this site agree that any information received regarding a candidate must not be used for any purposes other than providing further job information to the applicant.

Third Party Recruiters (e.g., temporary agencies, search firms, executive recruiters, and the like)

- The University of St. Thomas provides recruiting access to third party recruiting and staffing agencies on a limited basis through the Handshake system. In order to post open positions on Handshake, the agency must comply with the following conditions:
 1. The posting is for a specific position within a single organization and will include a detailed description of the work to be done, as well as a detailed description of the employing organization.
 2. Postings will state clearly the relationship between the agency and employing organization, noting the agency's status as a third party.
 3. Disclosure of any applicant information will not occur without obtaining prior written consent from the applicant. Under no circumstances can applicant information be used for purposes outside of the original recruitment purposes or sold to other entities.
 4. No fees are charged to the candidate for applications or other services rendered.
 5. If the recruiter is at liberty to identify the company they are hiring on behalf of, they are asked to do so, and upon request, third party agencies will release information to University of St. Thomas Career staff to verify the legitimacy of open positions.
- Third party recruiting agencies recruiting on behalf of clients are ineligible for all other campus recruiting activities. Third party recruiting agencies are eligible for campus career fairs and campus interviews if hiring for roles internal to their own organization.

Commission-Based Employers

Employers offering commission-based employment should clearly state the compensation arrangement for these positions in job postings and thoroughly explain in recruitment conversations and interviews with students and alumni. Positions that are 100% commission based are not eligible for campus recruiting.

Private Families/Individuals

The University of St. Thomas Career Development Center does not accept job postings from private families or individuals for personal services. This includes, but is not limited to, personal care assistants, house cleaning, nannies, tutors, and pet care. This is a precaution not only for the safety of our students, but also for the job poster, the children and families we serve.

An employer's use of this site is deemed to be their consent to comply with these guidelines. The University of St. Thomas Career Center reserves the right to restrict posting and recruiting services at any time.

If you have comments or questions, please direct your inquiry to hiretommys@stthomas.edu .

Hold Harmless Agreements

While St. Thomas may assist in providing resources for students, we do not place students into internships and students who pursue internships do so individually. Therefore, we do not have a legal relationship between the student and the internship employer. In the case of a Hold Harmless Agreement, St. Thomas cannot legally enter into these agreements for this very reason. The National Association of Colleges and Employers has also issued several statements discouraging this practice.