

# Employer Policy & Guidelines

Concordia College

The Concordia College Career Center is pleased to welcome you to join our job posting system, Handshake. Through utilizing Handshake, you are promoting your opportunities to our students. With your contribution and opportunities, our students will gain a vast knowledge of professionalism, leadership, and problem-solving skills needed for them to be successful. Should you need help with creating a profile, creating a job, or any aspects of recruitment the Career Center is available for assistance. The following is our policy and job posting guidelines; these are put in place to help facilitate student and employer connection.

Career Center  
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<https://www.concordiacollege.edu/directories/offices-services/career-center/>

# Employer Partners

## Network Marketing

- The Career Center does not consider these network marketing organizations (also known as single-tier, affiliate, multi-level, pyramid selling, and referral marketing) “employers” and thus they are not eligible to participate in job postings. A network marketing company is defined as one that engages in any of the following:
- Sponsors individuals to set up their own businesses for the purpose of selling products or services and/or recruiting other individuals to set up their own businesses
- Requires an initial investment (payment of a fixed fee, payment to attend orientation or training session(s), and/or the purchase of a starter kit or product samples)
- Offers compensation in the form of straight commission, fees from others under their sponsorship in the organization, and/or a percentage of sales generated by others
- Requires direct sales of a product or service to a student’s personal network or family
- Examples of these types of companies include: Amway, Avon, Jamberry, Mary Kay, Pampered Chef, Premiere Jewelry, Stella & Dot, Vector Marketing, Vivint, etc.

## Household Posting

The Career Center no longer accepts postings from private families or individuals. This includes, but is not limited to, personal care assistants (PCAs), house cleaning, nannies, tutors, yard care and pet care. This is a precaution not only for the safety of our students, but also for the children and families we serve.

Concordia College and MSUM (Minnesota State University Moorhead) have partnered to provide an alternative job posting site for these types of job postings. Here is the link to this system that will enable you to post these types of postings: <http://helpuniversity.co/>.

We encourage our students and Employers who wishes to post these kinds of postings to utilize this website.

## Third Party Posting

Third Party Postings are those search firms, placement agencies, etc. who are not considered the employer of record. These organizations are offered job posting assistance only, when they meet the following requirements in addition to all other posting guidelines:

- Provide disclosure of vacancy position(s), complete job description, and the employer he/she represents for recruiting activities.
- Acknowledges that Career Services may verify with employer the third party’s recruiter relationship.
- They release candidate information exclusively to the identified employer only. Re-disclosure of candidate information is not permitted.

# Employer Registration

## Requirements

Employers that are the direct hiring authority/organization may advertise positions.

Employers must be an equal opportunity employer and adhere to the National Association of College & Employers (NACE) ethical standards of recruitment. (The full text of this policy is available at <http://www.nacweb.org/principles/default.htm>).

Employer Vacancies are set to 'Pending' status until reviewed and approved by the Career Center staff. Approval may be delayed by holidays, finals week and unforeseen resource limitations.

Posting privileges are reserved for legitimate organizations and tax identification numbers may be requested during employer registration reviews.

Employers are required to complete the following in their registrations; Name of company, contact email, phone number, description, location, industry selection, and staff with the account.

Location must be a physical address, ***not*** a PO Box or general nationwide description.

Websites and other web links must be functional and accessible.

There must be at least one staff aligned with the company with a direct line to connect with person accountable to the job postings.

Staffs and Contacts must be updated every two years.

Company specific emails should be present, if emails are from a free web-based address (gmail.com, yahoo.com, etc.) they may not be accepted. Please provide a letter of explanation for consideration for approval.

## Best Practices

**Website**— you can link directly to a website home page, or if there are often many listings, this link can be to the career page of your website.

**LinkedIn**— If your company has a LinkedIn page, this is helpful to have the link so interested Concordia students can follow and connect with your organization on LinkedIn.

**Logo**— Recommended to upload a logo for easy identification and to help build your brand on campus.

**Divisions**— Handshake has the ability to add divisions. You may place divisions in your profile such as Tech Department, Human Resources, and Marketing and align positions according to division.

**Allow Students to Message**— This is an option when you register. Be sure you have the correct contact email to receive student inquiries. Your positive brand building recommendation would include an email that is able to respond to student inquiries.

# Job Postings

## Requirements

Jobs posted must be for one specific opening, not several openings combined into one postings.

All postings must be for the purpose of the listed employer and not for a personal or other organization.

If application process is not to be completed directly through Concordia Handshake, the job posting must supply information on the application process and a contact for application process inquires.

Jobs must be posted for at least 5 working days and no longer than 45 days. It is possible to extend the posting if necessary.

All required documents and application process is indicated.

Check for URL link for application is functional and active.

Job Postings are set to 'Pending' status until reviewed and approved by the Career Center staff. Approval may be delayed by holidays, finals week and unforeseen resource limitations.

Renewal and assistance of job postings is done by the company itself unless there is some technical difficulties. Manual assistance from the Career Center is dependent on priority and worker availability.

## Best Practices

Concordia Handshake job posting option for Job Requirements is utilized to define qualified candidates and may deter or label students as not qualified who don't meet the stated qualifications, which may decrease the number of eligible applicants. Please note to put preferred qualifications in description and requirements in the Job Requirements section.

If you have many jobs with your company, consider the URL of the company link to link directly to your company's career / job posting page.

Internship Postings: Additionally, it is recommended that all internship postings follow the NACE Internship Criteria (<http://www.nacweb.org/advocacy/position-statements/united-states-internships.aspx?land-intern-lp-3-postint-09062013>).

# Frequently Asked Questions

## **Question: Why was my Employer registration not approved?**

**Answer:** Registration for Employers must be completed for approval, please check that all required information is completed.

**Answer:** You are a non-acceptable Third Party Employer– see policy Third Party Employers.

**Answer:** Access allowed only to Employers that use for legitimate recruitment purposes and only use student resumes and information only for recruitment purposes.

**Answer:** Employer email is free web-based such as Yahoo or Gmail and did not include a letter of explanation.

## **Question: I know I have an account connected to your college, however, why can't I post my jobs on your system?**

**Answer:** If you are having trouble posting your job posting in on system, please check your job posting. In order for our staff to approve your job posting you must select “**Connect to School**” and connect to Concordia College. Once you connect to Concordia College, your job posting will appear in our system and only then can we approve of the job posting.

## **Question: Can I post the following job positions babysitting/nanny, house work etc.?**

**Answer:** No Household postings are allowed on this site. However there is an alternative in which you may use to post these kinds of positions it is <http://helpuniversity.co/>. (We are encouraging our students to be using this site to find these types of jobs.)

## **Question: Why was my job posting not approved?**

**Answer:** Did not meet the general guidelines for posting and or is missing important contents.

**Answer:** Any position that requires fees, paid training, commissioned only or product purchases by the student for employment will not be posted.

**Answer:** No Household postings will be posted. See household postings for definition.

**Answer:** Unpaid Internship that are not in compliance with the Fair Labor Standard Act. Please see Fact Sheet 71 from the Department of Labor: <http://www.dol.gov/whd/regs/compliance/whdfs71.htm>

**Answer:** Network marketing, multi-level marketing, or pyramid selling positions will not be approved. See Network Marketing for more information.

# Terms and Conditions:

The terms and conditions set by the Concordia College Career Center must be agreed upon before being allowed to post jobs, attend events and connecting to students. This job system is to help facilitate employment opportunities and allow Employers to find potential candidates. This system will allow Employers to connect with students, Career Center Staff and the services we provide.

In agreeing to the Terms and Conditions, you are agreeing to update your profile information, staff members, contact information manually. It is your responsibility to have all your contacts and staff members up to date. Employers may be terminated if their accounts are inactive within a two-year span. Please be sure your account is connected to Concordia College. If you are not connected, please add our college to your school list.

The Career Center reserves the right to update these terms and conditions.

## Student Data

- The Concordia College job listing service, Concordia Handshake, is intended to provide Concordia students and alumni current information on employment opportunities.
- Student information access by employers is to be used solely by that employer and must not be sold or otherwise distributed to any entity other than the specific employer who has access to Concordia Handshake.

## Right of Refusal

- The Career Center reserves the right to edit or refuse registrations and job advertisements

## Two Types of Access Levels:

To gain and obtain these access levels, all employers must complete their registration thoroughly:

- Company Name
- Contact person (Recruiter, Human Resources, Manager or Supervisor)
  - Contact Email & Direct Phone
- Identify Industry & Institution
- Short Description
- Location (Address & State)

|   | Gold Level Access | Maroon Level Access  |
|---|-------------------|--|
| Registration is completed   | X                 | X  |
| Contact information is updated every 2 years.   | X                 | X  |
| Manually input own job postings (full time, part-time, internships, volunteer and on-campus)        | X                 | X  |
| Location is local or is a partner of our college  | X                 | Recommended but not required<br>*If you want to obtain Gold Level must contact Career Center * |
| Prior relationship with Career Center   | X                 |  |
| Previously, hired Concordia students/alumni and are placed in jobs or internships or opportunities. | X                 |  |
| Has participated in CC events and has been on campus  | X                 |  |
| Report any confirmed hires to CC office   | X                 |  |

**Qualifications for Gold Access:**

- Have (Had) a prior relationship with the Career Center Faculty
- Is a local company and organization (Minnesota, North Dakota & South Dakota) unless it is an known company or organization to the Career Center Faculty
- Has participated in Career Center Events and Fairs
- Has been on the Concordia College Campus by tabling, recruiting & promote job openings to students
- Must report hires to Career Center Faculty
- **CANNOT** be a Third Party Recruiter

**Qualifications for Maroon Access:**

- Non-Local or Out-of-State companies and industry
- Has not participated in events or attended any events on the Concordia College Campus
- Third Party Recruiters

**Third Party Recruiters:**

All Third Part Recruiters must comply and agree to provide the names of their clients in which they are finding candidates for. They must not perform any duties for the clients such as conducting interview, review resumes and referring clients to the candidate, they have selected. As for being qualified for the access levels, the highest

**Accepting Gold Access:**

As an employer with the Gold Access, it is your responsibility to uphold the terms and conditions of this access level. With this access, your job postings will automatically be approved. You will be sent links for events that you can participate in. This access will provide you more interaction between our students and you.

**Accepting Maroon Access:**

As an employer with Maroon Access, it is your uphold the terms and conditions of this access level. With this access, your job postings will be approved and you will be able to see your applicants.

(Career Clustering will be used to help market your job postings for students who search by specific majors. It will also provide our staff job searching topics for the students they meet.