



## Employer Terms of Use

Employers recruiting through the Career Development Center should adhere to the principles set forth by the **National Association of Colleges and Employers (NACE)** regarding [professional standards and ethical conduct](#). Recruiting activities that appear to discriminate against applicants on the basis of race, color, sex, religion, creed, age, national origin, veteran status, sexual orientation, disability, or gender will not be permitted.

Due to the increasing number of fraudulent positions, phishing scams, and questionable employment opportunities, the Career Development Center staff reviews every employer and position before posting to students. Although we cannot guarantee the integrity of every position, we take every effort to not only protect students, but also the reputations of our employers who are also victims of fraudulent activity.

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### Handshake Posting Policies

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#### Conditions for Posting:

1. Provide a physical, commercial address, valid URL, and a complete organization description (social media links are helpful, but not required).
2. Specific contact individual named, including email address. If email address does not match the domain name of the organization's website, the individual should contact the Recruiting Coordinator at [career@mtsu.edu](mailto:career@mtsu.edu) before posting to explain.
3. Postings will include a clear and concise description of the available position.
4. Third party recruiters must disclose the hiring client name in the position title to be considered for approval.
5. For current students, employers must have an "employer-employee" relationship for W-2 paid positions and have no required fees, other than professional licensure fees for career employees.
6. 1099 independent contractor positions are eligible for posting on Handshake only for experienced graduates (3+ years) and must include the following disclaimer in the posting: "This is a 1099 position. Persons paid on a 1099 basis are independent contractors and are self-employed. Independent contractors are required to pay all self-employment taxes (Social Security & Medicare) as well as income tax. Independent contractors generally do not receive any type of employment benefits from the client. For more information please refer to [irs.gov](https://www.irs.gov) or talk with a tax professional."

#### We Allow the Following Types of Positions:

1. **Internships** – employer supervised positions preparing students for a professional career track.

2. **Part-time jobs** - for currently enrolled students to help offset educational and living expenses. The objective is to connect students with employers who offer jobs that are flexible and can accommodate students' class schedules.
3. **Full-time Jobs**

### **Types of Opportunities Not Allowed:**

1. In-home services at private residences such as tutoring, cleaning, personal care or yard work
2. Home-based businesses without a commercial location
3. Multi-level marketing/sales; any business opportunity requiring an investment or charging a fee or soliciting business from MTSU students
4. Positions from other job boards or web sites
5. Commission only internships
6. Internships that appear to be self-directed or without supervision
7. Door-to-door or commission-only sales positions
8. Third-party positions where the employer is not specified

### **Internships:**

Internship postings should meet the [NACE definition and criteria for internships](#) and adhere to the [Department of Labor's Fair Labor Standards Act \(FLSA\)](#). This includes the internship being an extension of classroom learning in which a student would be eligible to receive academic credit. These criteria must be met for any unpaid internship with a for-profit institution, and we reserve the right to refuse postings we believe are not in the best interests of our students.

### **Direct Referrals:**

We strive to maintain the most fair and equitable recruiting practices. For this reason, we are unable to make any direct student referrals for positions as outlined in [NACE Principles of Professional Practice](#).

- **We reserve the right to refuse postings that do not support the interests of the University.**

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## **Non-Discrimination and Sexual Harassment Policy**

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Even though our students may be working off-campus, we expect both students and employers to maintain an environment free from discrimination or harassment. We expect all employers engaging in any MTSU recruitment activity (career fairs, Handshake, on-campus interviews, etc.), to treat students respectfully and professionally at all times without discrimination based on sex, sexual orientation, gender identity/expression, race, color, religion, ethnic or national origin, disability age (as applicable), veteran status, genetic information and/or other categories protected by federal or state civil rights laws that apply to MTSU.

The [EEOC's definition of sexual harassment](#) includes "unwelcome sexual advances, requests for sexual favors, and other verbal or physical harassment of a sexual nature."

If you see or hear of behavior that violates the above guidelines, please intervene or [contact the MTSU Title IX Office](#).

To learn more, visit the [US Equal Employment Opportunity Commission](#), [MTSU's policies on Equal Opportunity, Discrimination, and Title IX compliance](#), and [NACE's Statement of Diversity and Inclusion](#).

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## **Room Reservations for On-Campus Interviews Policy**

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Interview rooms are available to employers to interview students on campus.

- Reservations available for fall and spring terms.
- Contact Career Center to reserve rooms at [career@mtsu.edu](mailto:career@mtsu.edu). Directions and parking information will be sent to employer by the Career Center.
- The employer may post a position(s) to collect resumes and schedule interview times directly with students.
- All Interviews will begin no earlier than 8:30 a.m. and end by 4:00 p.m.
- Only MTSU students and alumni will be interviewed.

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## **Outstanding Payment Policy**

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Employers with unpaid bills from previous career fairs or other recruiting services will not be allowed to continue recruiting. This includes all current and future recruiting options.