

EMPLOYER ENGAGEMENT GUIDELINES

CENTER FOR PERSONAL & PROFESSIONAL DEVELOPMENT

Thank you for your interest in recruiting Berry College students! Employers who wish to connect with students are expected to comply with all federal, state, and local legislation as well as Berry College guidelines to ensure that Berry students and alumni are treated fairly and recruited for viable positions. Please review the Employer Engagement Guidelines below to learn more about our expectations for employer partners throughout the recruitment process.

Guiding Ethical Principles

NACE Principles for Ethical Professional Practice

Right of Refusal

Ensuring Compliance

Anti-Discrimination Provision of the Immigration and Nationality Act

Equal Employment Opportunity (EEO)

Fair Labor Standards Act (FLSA) & Internships

Family Educational Rights and Privacy Act (FERPA)

Special Considerations & Restrictions

Domestic Employment

Independent Contractor Positions

Marijuana/Cannabis Industry

Network/Multilevel Employer

Start-Ups

Third-Party Recruiters

Recruitment Practices

Available CPPD Services

Employment Offers

Job Fair Registration & Cancellation

GUIDING ETHICAL PRINCIPLES

NACE Principles for Ethical Professional Practice

As a member school of the National Association of Colleges and Employers (NACE), our Center for Personal and Professional Development (CPPD) team adheres to the [\(NACE\) Principles for Ethical Professional Practice](#) and expects employers to as well. For more information on professional standards and best practices for recruiting and hiring college students, please refer to NACE's [Professional Standards for Early Talent Recruiting & University Relations](#).

Right of Refusal

Any company or organization seeking to recruit at Berry College must register a Handshake account through the Center for Personal and Professional Development (CPPD). If a representative of an organization fails to comply with the CPPD's Employer Engagement Guidelines or the [NACE Principles for Ethical Professional Practice](#), access to some or all of the CPPD's services may be declined or revoked.

ENSURING COMPLIANCE

Anti-Discrimination Provision of the Immigration and Nationality Act

Employers are expected to comply with the Department of Justice's [Immigration and Nationality Act](#), which prohibits discrimination based on national origin or citizenship status. Please refer to the Department of Justice's [Best Practices for Recruiting and Hiring Workers](#) for more information on non-discriminatory policies and practices.

Equal Employment Opportunity (EEO) Compliance

Employers are expected to comply with [Equal Employment Opportunity \(EEO\) federal law and principles](#). This includes engaging in non-discriminatory practices throughout the recruiting process by recruiting, interviewing, and hiring individuals without regard to race, color, national origin, religion, age, gender, sexual orientation, veteran status, or disability, and by providing reasonable accommodations upon request.

Fair Labor Standards Act (FLSA) & Internships

Employers are expected to comply with The Fair Labor Standards Act (FLSA) regarding unpaid internships. The FLSA requires for-profit companies to use the ["primary beneficiary test"](#) to determine whether an intern is entitled to minimum wage and overtime. Non-profit and government organizations are exempt from this requirement.

Family Educational Rights and Privacy Act (FERPA)

Employers are expected to comply with the legal obligations of recruiters and maintain the confidentiality of student data as outlined in the [Family Educational Rights and Privacy Act \(FERPA\)](#). Employers who receive student resumes and educational information may use it only for the original purpose for which disclosure was granted. Thus, employers may not transmit or

disclose student information to any other employer or third party, nor to others within the employing organization for any purpose other than employment purposes.

SPECIAL CONSIDERATIONS & RESTRICTIONS

Domestic Employment

Individuals hiring for openings associated with private individuals or residences (e.g. babysitting, gardening, driving, house cleaning, tutoring, moving, painting, maintenance, elder care, etc.) are not permitted to recruit on Handshake.

Independent Contractor Positions

Independent contractor positions posted on Handshake must include a disclaimer regarding the employment classification and tax implications in the posting. For example: "This is a 1099 position. Persons paid on a 1099 basis are independent contractors and 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."

All organizations that wish to hire independent contractors are encouraged to review the U.S. Department of Labor's [Fact Sheet #13: Employee or Independent Contractor Classification Under the Fair Labor Standards Act \(FLSA\)](#) to ensure full compliance with the law.

Marijuana/Cannabis Industry

Companies, organizations, or positions that involve the use, production, testing, selling, or distribution of recreational or medical marijuana/cannabis are not permitted to use the CPPD's services. The use of marijuana is illegal at the federal level, and as a recipient of federal funds, Berry College complies with federal law.

Network/Multilevel Employer

Companies are prohibited from using the CPPD's services, including Handshake and job fairs, to recruit students for commission-only employment and internships. Salaried or hourly positions for the corporate divisions of these companies are permitted.

Additionally, companies that require employees purchase equipment or inventory for resale are not permitted to use the CPPD's services. Organizations offering franchise opportunities are also prohibited. Companies that require further training and licensure paid by the candidate must disclose this information when posting a position or recruiting on campus.

Start-Ups

Start-ups must have progressed sufficiently in their business development process so that they can provide a company name, valid business address, and functioning website or email address. Start-ups must be able to present the necessary business licenses if requested. Additional

considerations will be given to start-ups participating in a formal, competitive, start-up mentoring program.

Third-Party Recruiters

Third-party recruiters are defined as organizations, including temporary employment agencies, which recruit candidates for temporary, part-time, or full-time employment opportunities for other organizations rather than for their own organization's internal hiring needs. As such, recruiting practices for a third-party recruiter are more restricted than for a typical employer. The CPPD reserves the right to deny access and participation to any third-party employer.

Third-party recruiters are eligible to participate in job fairs if they are recruiting for their own organization OR they explicitly state the company they are representing at the time of the fair. If you are a third-party recruiter posting a job on Handshake for a client, you must disclose your client's company name in the job description box. All positions posted by third-party recruiters without the client's company name will be deleted from the system.

RECRUITMENT PRACTICES

Available CPPD Services

The CPPD offers a wide range of services to facilitate employer connections with Berry students, including job and internship fairs, Handshake postings, long-term partnerships through the Community & Industry Internship Program (C&I), and more. Additional information on the CPPD's suite of employer engagement options can be found on [our website](#).

Employment Offers

Employers should prioritize ethical recruiting practices by providing students with reasonable time to consider offers, avoid pressure tactics, and respect their commitments. Please refer to the [NACE Advisory Opinion: Setting Reasonable Deadlines for Job Offers](#).

Exploding offers (offers that do not afford a candidate the appropriate time to either accept or decline) are unacceptable. For example, an offer with a 48-hour window or less would be considered an exploding offer. Employers are to refrain from exerting any undue pressure on candidates to accept a job offer.

Job Fair Registration & Cancellation

Any company or organization that wishes to participate in one of the CPPD's job fairs, including the annual Career Expo, should register for the fair on Handshake. If your company does not have an existing Handshake account, you can create one for free by following the instructions listed [here](#). When registering for a CPPD job fair, employers must provide an actual contact name for the organization's registration in case we need to contact you for emergencies.

Employers/contacts are not allowed to register for and/or attend job fairs under the following circumstances:

- The organization charges the student a fee for employment
- The organization or contact was denied access to the employer directory in Handshake
- The organization is ineligible to post positions
- The organization has past-due registration fees from previous CPPD events
- The organization seeks to promote their services and/or products rather than recruit career fair attendees for employment opportunities

Job fair registration fees and cancellation policies may vary. Detailed information regarding each event, including registration and cancellation, can be found on the fair's registration page on Handshake.