

Job Posting Policy

Handshake is FAU's centralized online recruitment management software system designed to help employers effectively connect with FAU, students, and alumni to achieve their recruiting goals. Handshake is a free service we provide to employers:

Employers interested in recruiting and listing employment opportunities through the FAU Career Center must adhere to the following:

- Employers must create or have an [Handshake](#) employer account.
 - Employers must offer compensation for work performed for positions classified as a part-time/full-time job posting.
 - In the case the position is classified as a volunteer experience for a non-profit organization please visit FAU's [Weppner Center for Leadership & Service-Learning](#) webpage to promote the volunteer experience. The Weppner Center for Leadership & Service-Learning facilitates service opportunities for FAU students.
 - Employers must be listed as a registered business with the following business directories:
 - [Hoovers](#)
 - [Lexis Nexus](#)
 - [Florida Department of State Division of Corporations](#)
 - [Better Business Bureau](#)
 - Or registered with the state division of corporations for the state they are headquartered in
 - Employers must agree that under no circumstances will student or alumni information be disclosed other than for the original recruitment purpose, nor will it be sold or provided to other entities. Student and alumni names and/or resumes obtained for a job opening may not be provided to any other party or added to firm's recruitment database without the written consent of the applicants. Failure to comply with [The Family Education Rights and Privacy Act of 1974 \(FERPA\)](#) is a violation of a federal law that protects the privacy of student educational records.
 - For additional information regarding FAU's FERPA policy visit the Office of the Registrar web page [The Family Education Rights and Privacy Act \(FERPA\) of 1974](#).
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 - Employers must abide by the [U.S. Equal Employment Opportunity Commission \(EEOC\)](#) laws and regulations and not discriminate on the basis of race, gender, age, religion, national origin, sexual preference, physical or mental disabilities or any protected basis. The employer hereby agrees to adhere to all aspects of this anti-discriminatory policy. All job postings must contain specific information on qualification and requirements about the position(s) being posted in Handshake. For example, if citizenship status is a requirement in order to be considered for employment.
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 - Employers understand FAU students and alumni are not agents or employees of FAU and cannot hold FAU or the Career Center responsible for the actions or inactions of the students or alumni. FAU and the Career Center do not conduct background check on students who participate in on-campus recruitment.
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 - Employers are expected to adhere to the [Principles for Employment Professionals](#) set by the National Association of Colleges and Employers (NACE).
- ** Third Party Employers are provided limited recruiting services and access. Please refer to the Third-Party Employer Policy webpage if you are posting an employment opportunity on behalf of another organization.

The Career Center will NOT list any employment opportunities if:

Any financial investment is required on the part of our students or alumni including students paying for background checks. Employers must not require a financial investment or payment by the student or alumni for employment or placement. Under no circumstances should fees be charged to students or alumni. FAU will not post any opportunities that require students or alumni to pay fees.

- The employer provides financial incentives to staff who recruit new hires for the organization and for which the recruiting staff member receives a portion of the new hire's commission.
- Positions that are structured as a “pyramid schemes“ or request product purchase will not be approved.
- The position is multi-level marketing position, for example start-your-own-business.
- The employer is a private individual with a non registered business or work-for-hire contract in search to fill a non-professional role such as, babysitter, nanny, caretaker, tutor, etc. Private individuals may contact FAU’s Financial Aid Office at to list your opening(s) on the [Community Part-time jobs](#) webpage.
- The compensation for employment is paid cash.
- The work experience involves on-campus solicitation, posting of materials, or sales of products or services not authorized by the FAU.
- The work assignment interferes with or negatively affects the academic progress of a student, or the employing organization requires or encourages a student to discontinue his or her academic program of study.

Employers may post positions that have a compensation structure of 100% commission as long as this is disclosed within the first line of the job posting.

Denial of Recruitment Services

The FAU Career Center reserves the right to deny access and terminate an employer account at any time.