

# Handshake: A Guide for Employers

## Posting a job/ internship to the DU community:

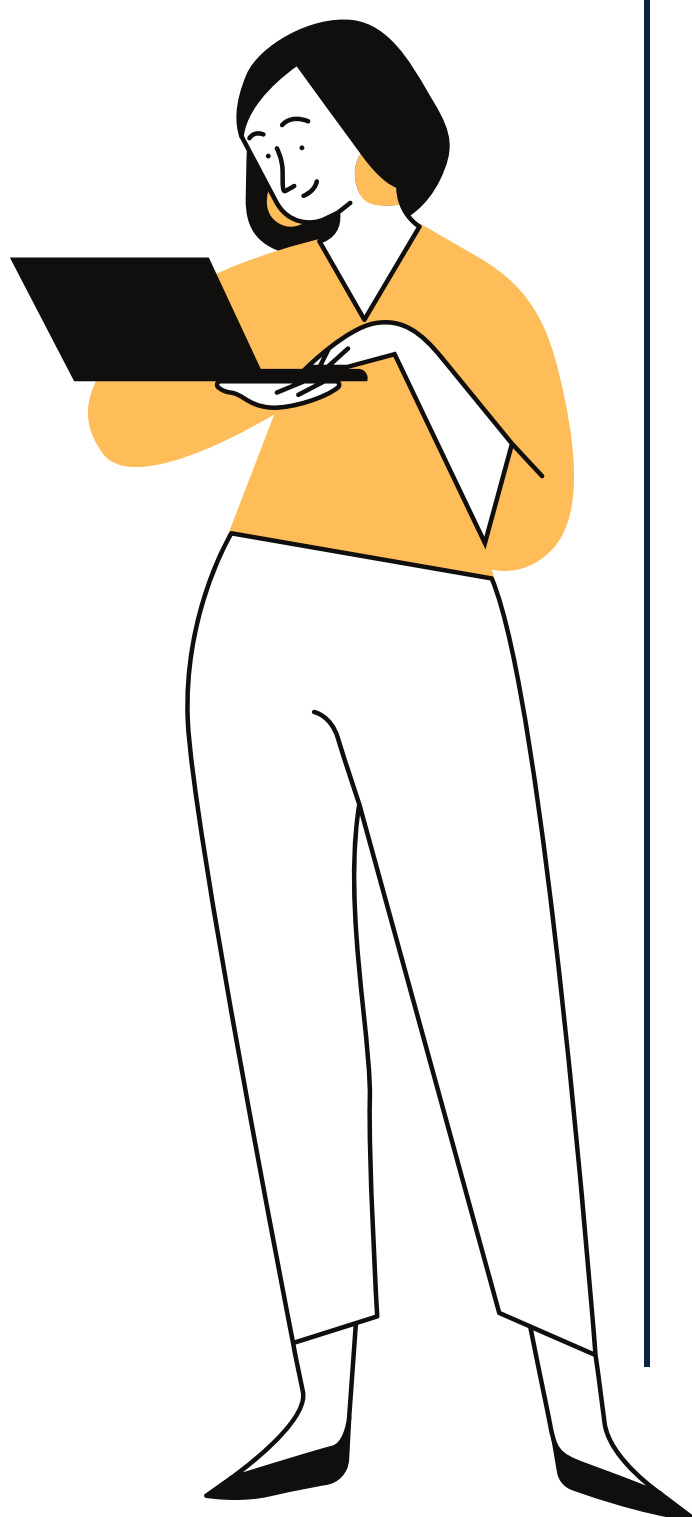
Share opportunities with Dominican University students and alumni through Handshake, a modern platform for college recruiting! [Log in](#) using your email and Handshake password or [register](#) to create an account. For help getting started, visit Handshake's [support for employers](#).

After verifying your email address with Handshake, you will be prompted to connect with your company (or create an account for your company). You can then request to connect with Dominican under “Schools.” Once the request is reviewed, you will receive a confirmation email notifying you that the request has been approved or declined. See the employer approval guidelines below to ensure that your request is accepted. Once approved, you can post jobs by clicking “Post a Job” on your Handshake home dashboard.

## Approval guidelines:

All employers must comply with all Federal and State Equal Employment Opportunity (EEO) Laws, Illinois Department of Labor laws, [NACE's Principles for Professional Practice](#), and Dominican University Policies.

*Please note: All job and internship listings are posted at the discretion of Dominican University. We reserve the right to decline a position or employer if it does not appear to support the best interests of our students and alumni.*



## For paid positions (full or part-time):

- All positions pay at least the [federal](#) and [state](#) minimum wage.
- The location of the position is stated.
- The Handshake job description states that the position requires a bachelor's degree or higher.
- The Handshake job description fully details qualifications, job functions, and duties.

## For internships:

- Internships meet the NACE [“Criteria for an experience to be defined an internship.”](#)
- Unpaid internships meet the [Department of Labor’s Test for Unpaid Interns](#).
- The Handshake description fully details functions, duties, and location of the position.
- Internship positions are not replacements/equivalents for the organization's part-time or full-time positions.
- Internship positions are in alignment with student majors and career goals, stating that candidates must be pursuing a bachelor’s degree.



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## For employer approval:

- The employer trust score is at 80% or higher.
- The employer has more approvals than declines.
- All contact information is professional and current.
- The organization's physical address is verifiable.
- The organization's website is secured, reputable, and has the same contact information as the Handshake listing.
- The staff members' email addresses have been confirmed and are of the same domain as the organization's website.

## Recruiting Policies:

Dominican University provides career services and resources to students and alumnae/i on an equal opportunity basis. Dominican University follows the respective policies of nondiscrimination based on Title VII of the Civil Rights Act of 1964 in regard to sex, age, race, color, creed, national origin, Title IX of the Education Amendments of 1972 and other applicable laws, as well as the provisions of the Americans with Disabilities Act (ADA).

In order to recruit at Dominican University, all employers must comply with all Federal and State Equal Employment Opportunity (EEO) Laws, Illinois Department of Labor laws, [NACE's Principles for Professional Practice](#), and Dominican University Policies.

## For third-party recruiters/ staffing agencies approvals:

- The agency clearly discloses that it is a staffing agency or recruiter.
- The agency states the name and contact information of the organization for which it is staffing/recruiting.
- No fees are charged to candidates.
- Comply with all federal and state Equal Employment Opportunity (EEO) laws (Title VI and IX, and ADA) and all other Dominican University policies.
- As described under the Family Educational Rights and Privacy Act (FERPA), re-disclosure of candidate information (beyond the identified employer) is not permitted.

