



VCU

Career Services

Student Success

VCU Career Services
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Recruiting and Posting Policies

In our effort to maintain the integrity of recruiting at VCU, our three career centers — VCU Career Services, School of Business Career Services and School of Engineering Career Services — have developed standards for all recruitment and postings in **Handshake at VCU**, our online recruitment database.

All recruiting activities must adhere to the following standards:

1. CONTACT INTEGRITY

All opportunity postings must include an email address, phone number and location for the company's contact.

Additionally:

- Email should be tied to the organization and not listed with a free Web-based address (gmail.com, yahoo.com, etc)
- Phone must be tied to a company contact and not a generic (800) number
- Physical address must be present and verifiable; no P.O. Box addresses accepted

2. THIRD-PARTY RECRUITERS (EMPLOYMENT AGENCIES, SEARCH FIRMS AND CONTRACT RECRUITERS)

All agencies/recruiters must disclose the client's name to Career Services staff before the posting will be accepted in **Handshake at VCU**. The posting itself does not have to include the client's name, and Career Services staff will not reveal your client's identity to interested candidates.

We highly suggest that all clients' names be provided BEFORE submitting postings to Handshake at VCU. You must provide the name(s) of the position(s), it's location, and the associated client name for each by emailing: hirevcurams@vcu.edu. If positions are posted to Handshake at VCU without first providing the clients' name, we will reach out requesting this information and provide three (3) business days for reply. If three (3) business days are exceeded, we will decline the posting(s).

3. RESUME REFERRAL FIRMS AND JOB/INTERNSHIP BOARD WEBSITES

All postings in **Handshake at VCU** must be tied directly to an individual employer. Postings from resume referral firms or independent job/internship board websites designed for the collection of resumes on behalf of a large number of employers will not be accepted into the **Handshake at VCU** system.

4. NATIONAL ASSOCIATION OF COLLEGES AND EMPLOYERS RECRUITING STANDARDS

[NACE Principles for Professional Practice](#) are the guiding principles for VCU's career centers' recruiting practices. All employers are expected to be familiar with these principles, including equitable access and compliance with local, state, and federal laws.

5. EXPERIENTIAL LEARNING and INTERNSHIP GUIDELINES

The VCU career centers support and promote experiential learning opportunities that connect classroom and workplace based learning for the student, and incorporate supervision, mentoring and feedback by an experienced professional. Internship positions fall under the Fair Labor Standards Act. All employers are encouraged to review the [U.S. Department of Labor fact sheet](#) to ensure that an internship in your organization is in line with federal law.

6. WORK IN PRIVATE HOMES AND REMOTE POSITIONS WITHOUT DIRECT SUPERVISION

All employers posting in **Handshake at VCU** must provide a business license number, if requested. Any position where a student will be working remotely and at a distance from the direct supervisor will be considered on a case-by-case basis.

7. MARKETING AND ADVERTISING WITHIN HANDSHAKE

Handshake at VCU and the career centers' social media feeds (LinkedIn, Twitter, etc.) are designed to connect students to career readiness programming, internships, co-op and job opportunities. No advertising is allowed for products and services other than to draw interest to active job/internship posting(s).

8. NO BUY-INS OR FEE-FOR-SERVICE

Absolutely no postings will be accepted if applicants must pay or purchase access for opportunities or a position that requires a potential employee to provide funds to a supervisor or other company representative for services. Exceptions may be made on a case-by-case basis for legitimate organizations that facilitate the opportunity for college students and graduates to work abroad outside of their home country.

9. INDEPENDENT CONTRACT (1099) AND COMMISSION-ONLY POSITIONS

We welcome independent contract and commission-only positions; however, this detail of the position must be stated clearly in the job description.

10. STUDENT CONTACT

Please contact students who apply for your opportunities. Additionally, when you contact students by email or phone, clearly state the organization you represent and the position you are contacting them about.

11. ADULT ENTERTAINMENT

No adult entertainment industry positions, escort services, presentation modeling or similar activity associated with the use of alcohol or other drugs will be accepted.

12. VCU CAREER CENTERS' RIGHTS

VCU's career centers strive for open access and connections between students and employers. However, we reserve the right to accept or deny any position or recruiting organization based upon internal criteria. Additionally, we may deny or remove access rights for organizations that do not meet the above standards or do not match the mission of VCU or its career centers.