Recruiting Policies at Florida Institute of Technology

Career Services has developed the following recruitment policies to ensure that Florida Institute of Technology students and alumni are treated fairly in the recruitment process and that prospective employers are recruiting for viable opportunities.

Florida Institute of Technology Career Services asks that all employers abide by the Principles of Employment Professionals of the National Association of Colleges & Employers and comply with federal and state laws regarding equal employment. Florida Institute of Technology is an Affirmative Action/Equal Opportunity employer.

*Career Services reserves the right to deny recruiting privileges (job postings, resume referrals, on campus recruiting, career fair participation, etc.) to any organization.*

**Job Postings**
All jobs are posted on Handshake and will remain active for 30 days unless otherwise indicated by the employer. Career Services reserves the right to edit or refuse publication of any job vacancy submitted to our office.

**Access to Handshake**
Approved employers may request direct access to Handshake to post jobs and review candidate profiles. Career Services will not approve full employer access if:

- The company is not a licensed business or does not have liability insurance, including workers’ compensation.
- The employer contact does not provide full contact information including a full name, address, company email address, phone number and website address.
- The employer is a Third-Party Recruiter (such as search firms, contract recruiters, online job boards, staffing agencies and outsourcing contractors) that does not provide transparency, including disclosing the name of the client hiring.

**IT Outsourcing Consulting Companies**
Employers who provide IT outsourcing consulting services and offer to place candidates in consulting positions after an unpaid training period will not be approved for access to Handshake or allowed to recruit on campus. Career Services will thoroughly review and research IT consulting companies that request access to Handshake and reserves the right to deny access to companies if it is determined their business and hiring practices are not in the best interest of our students and alumni.

**Placement Fees Paid by Students/Alumni**
Positions that require a fee paid by students or alumni will not be posted unless the fee structure is fully disclosed in the job posting for reasonable services such as visa processing or travel expenses for international internship opportunities. Career Services will determine if the opportunities are appropriate...
to post on Handshake.

**Commission-Only Employment**
Commission-only jobs may be posted on Handshake, but the compensation structure must be fully disclosed in the job description. Career Services will determine if the commission-only jobs are appropriate for our students/alumni. Companies recruiting for commission-only jobs that require students to conduct in-home sales demonstrations are not permitted to recruit on campus. Employers offering a base salary plus commission are welcome to post on Handshake.

**Product Purchase**
Employers or individuals offering positions that require students/alumni to purchase, rent, or obtain credit for any type of sales kits or presentation materials are not permitted to post jobs or recruit on campus.

**Multi-Level Marketing**
Employers offering positions based on “multi-level marketing” or “pyramid” networking structure are not permitted to post jobs or recruit on campus.

**In-Home Employment**
Positions in private homes such as babysitting or other household positions may not be posted on Handshake. Individuals may contact the student newspaper, the Crimson, to post household jobs or they can post them on Care.com.

**Unpaid Internships**
Non-profit and government organizations will be approved to post unpaid internships on Handshake. For-profit organizations unpaid positions will only be approved if they meet the U.S. Department of Labor’s Fact Sheet, qualifications of providing a significant educational benefit to the student.

**Unpaid Jobs**
Volunteer jobs will not be approved on Handshake, charitable volunteer opportunities can be directed to the Civic Engagement Office.