



Recruiting Policies at Florida Institute of Technology

Career Management 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 Management 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 Management 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 Management 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 Management Services **will not** approve full employer access if:

- 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 and meets the definition of a Third Party Recruiter listed in [Principles of Employment Professionals](#) of the National Association of Colleges & Employers which includes employment agencies, search firms, contract recruiters, online job boards, staffing agencies and outsourcing contractors. Career Management Services will post jobs for Third Party Recruiters provided those jobs meet our job posting criteria and are appropriate for our students and alumni. Career Management Services may provide direct access to post jobs for Third Party Recruiters who are recruiting for their own internal hiring needs or who disclose the name of the client represented in the job description.

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 Management 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 and includes reasonable services such as visa processing or travel expenses for international internship opportunities. Career Management 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 Management 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

Only non-profit and government organizations will be approved to post unpaid internships on Handshake. For-profit organizations are encouraged to review the [U.S. Department of Labor's Fact Sheet](#) on intern compensation before considering unpaid internships. This fact sheet provides general information to help determine whether interns must be paid the minimum wage and overtime under the Fair Labor Standards Act (FLSA) for the services that they provide to for-profit private sector employers. Career Management Services reserves the right to deny access to for-profit organizations that wish to post unpaid internships or to reject unpaid internship postings with for-profit organizations that appear to violate the FLSA requirements. The fact that the intern may receive some benefit in the form of new skills or experience does not exclude an organization from FLSA's requirements if the employer will benefit from the intern's work. For example, creating websites to help a company promote themselves, managing an organization's social media, assisting clients/customers, or any other activities where the intern is engaged in the operations of the employer or performing productive work.