

The Career Center: Recruitment and Employment Guidelines

The Career Center provides student-centered career programs, experiences and learning opportunities to assist students in achieving their personal and professional goals.

Recruitment and Employment Guidelines

Policies and best practices adapted from *National Association for Colleges and Employers (NACE, 2025)* [Principles for Ethical Professional Practice](https://www.nacweb.org/career-development/organizational-structure/principles-for-ethical-professional-practice/) (https://www.nacweb.org/career-development/organizational-structure/principles-for-ethical-professional-practice/)

RECRUITING GUIDELINES & POLICIES

Millersville University Career Center is a member of the National Association of Colleges and Employers (NACE, 2025). In accordance with our commitment to maintain the standards of this organization the Career Center expects students, staff, and employers to adhere to the NACE [Principles for Ethical Professional Practice](https://www.nacweb.org/career-development/organizational-structure/principles-for-ethical-professional-practice/) for career and employment professionals.

Disclaimer

Millersville University's Career Center employment resources are provided free of charge to employers and to student/alumni job seekers. The Career Center serves only as a clearinghouse of information regarding job and internship opportunities. The listing of a position should not be interpreted as an endorsement. Accordingly, Millersville University expressly disclaims any liability in connection with any potential or actual employment which results from any applicant's response to any job posted in the Career Center or on Handshake, our online career management software. In that respect, the Career Center and its staff are not responsible for safety, wages, working conditions or any other aspect of off-campus employment. Students and alumni should personally research openings and agencies prior to entering any contractual arrangements or exchange of monies in any form.

Equal Employment Opportunities

In accordance with NACE [Principles for Ethical Professional Practice](https://www.nacweb.org/career-development/organizational-structure/principles-for-ethical-professional-practice/), employers recruiting at Millersville University will be expected to act without bias and ensure equitable access in their recruitment activities. Employers should consider all interested students/alumni for employment opportunities without discriminating on the basis of race, gender, gender identity, ethnicity, sexual orientation, religion, national origin, disability, age, economic status, or veteran status and provide reasonable accommodations upon request. Employment professionals are expected to adhere to the policies and procedures of the Career Center, as well as laws associated with local, state, and federal entities, including but not limited to EEO compliance, immigration, and affirmative action.

Discontinuation of Services

The Career Center reserves the right to discontinue services if employers do not comply with Recruitment and Employment Policies. The Career Center also reserves the right to limit or terminate services if employers are deemed not appropriate for the interests of our students and alumni. Career Center staff will investigate all allegations of non-compliance by employers and

grievances with respect to job postings or work assignments. During the investigation we may revoke an employer's use of services. If the Career Center determines that a complaint is justified, the Career Center may refuse to offer recruiting activities to the employer and will notify that employer in writing of the decision.

Third-Party Recruiters

Third-Party recruiters are defined as agencies, organizations, or individuals recruiting candidates for temporary, part-time, or full-time employment opportunities other than for their own staffing needs. Third-Party recruiters that do not charge an application fee may utilize Handshake to post announcements regarding specific job and/or internship opportunities. Third-Party recruiters that charge a fee to candidates will be denied access to the Career Center and Handshake. The Career Center will request contact information for the organization for which the third party is providing recruiting services if/when there is concern. The Career Center will respect the confidentiality of this information and will not publish it in any manner. Any disclosure of student information outside of the third-party recruiting organization and the company they represent requires prior consent from the student.

Handshake and Employment Postings

Handshake is a free service for employers to post career-related full-time and internship positions that are appropriate for individuals with or working towards a minimum of a bachelor's degree. Students and alumni create accounts on the system to access postings from employers. In addition, employers will also be able to post part-time, seasonal and full-time opportunities not requiring a degree that may be of interest to current Millersville University students.

Employer organizations are asked to create an organizational account in Handshake and are unable to post full-time job, internship or part-time opportunities without being approved as an employer partner. The Career Center does not typically host employer organizations on campus unless they are an approved employer partner in Handshake. Our vetting process for employer partners is as follows:

1. The employer organization must have a legitimate organizational website.
2. The organization's recruitment contact person must have a professional email address that is affiliated with the employer organization (no personal email addresses such as Yahoo, Gmail, Hotmail, etc.).
3. The employer organization's address must be complete and accurate, with a recognized mailing address and phone number.
4. The Career Center does not accept postings for employment opportunities that:
 - take place in private homes, including temporary, part-time or summer jobs, such as, but not limited to, childcare, pet-setting, or home maintenance work.
 - require the job seeker to spend money and then seek reimbursement.
 - request the job seeker to accept cash or checks prior to starting formal employment.

Additional Information

- Commission-Only Opportunities: Employers with these opportunities must explicitly state the nature of compensation in the job posting and all written and electronic correspondence with candidates.
- Fees: Employers requiring fees to be paid by candidates must state the nature and amount of all fees in their job postings and all written and electronic correspondence with candidates. One-time application fees or costs (i.e. housing/living expenses, required materials to purchase, expenses related to additional training and certificates expenses, etc.) must also be specified.