

Employer Policies

The St. Norbert College Academic Advising and Career Development Center (AACD) is committed to empowering students and alumni as they make meaningful connections with and contributions to the world. This is done in a student-centered environment, in support of the mission and heritage of the college to foster intellectual, spiritual, personal and vocational development.

EXPECTATIONS

The SNC AACD subscribes to and endorses the [Principles for Professional Practice](#) established by the National Association of Colleges and Employers ([NACE](#)) and expects employers utilizing our services to follow these principles as well as Equal Employment Opportunity ([EEO](#)) laws. There shall be no discrimination against any qualified person on the grounds of age, disability, national origin, race, color, religion, gender, political views, marital status, or sexual orientation.

POSTING POSITIONS

In an effort to ensure complete and accurate data is included in all employment postings, we respectfully request employers to post their own opportunities via [Handshake](#), our online database.

Positions are posted for a maximum of 60 consecutive days, but you may login and update the application deadline date. All submissions are reviewed and approved/rejected based upon the information contained in the posting. We invite employers to post positions provided they meet the following criteria:

The organization must have actual or anticipated bona fide, career-related full-time, internship or part-time opportunities for our students and alumni.

The organization must accurately describe the responsibilities, requirements and application instructions in all publicity, including online job postings and information sessions.

All conditions for advertised positions must be clearly publicized in the position description. This includes, but is not limited to, positions that are commission based, involve out-of-pocket financial expenses, test taking, etc.

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The AACD will not approve a position if the position:

Is incongruent with the mission of the college (www.snc.edu/mission/statement.html).

Involves on-campus solicitation or on-campus sales.

Does not clearly disclose the full scope of involved fees in all postings and advertising.

Is contingent upon the student paying a fee for employment or placement services, or involves the student purchasing inventory.

Is for a private individual with a non-established business and there is no employment or work-for-hire contract (e.g., babysitting, nanny, caretaker, tutor, etc.).

Positions related to alcohol, tobacco, or firearms will be reviewed on a case-by-case basis and may be denied the ability to post.

Is a volunteer position. Volunteer positions can be shared with the Sturzl Center for Community Service & Learning, (920) 403-3374 or sturzlcenter@snc.edu.

We reserve the right to refuse individual postings.

THIRD PARTY RECRUITING/STAFFING AGENCIES

St. Norbert College provides campus access to third party recruiting and staffing agencies through services provided by the AACD. Examples of services include job postings on Handshake and career fairs. The agency must meet the following requirements in order to utilize AACD services:

Identify, on all job postings, the name of the employer being represented.

Charge no fees to the candidate.

May not attend career fairs unless they are hiring for their own office. Exceptions will be made on a case by case basis for third party recruiters who recruit for a specific area.

In accord with the [Family Educational Rights and Privacy Act \(FERPA\)](#), release candidate information provided by the college exclusively and only to the identified employer. Re-disclosure of candidate information is not permitted.

Participation on Handshake is limited to job postings only.

ONLY select Third Party Recruiting/Staffing Agency as the Employer Industry in their Handshake profile.

COMMISSION BASED EMPLOYERS or FRANCHISE OPPORTUNITIES

Employers with commission-based or franchise opportunities may be advertised to students and alumni provided that the following requirements are clearly noted on job postings/advertising and is thoroughly explained to prospective candidates:

Disclose the compensation agreement.

Disclose the opportunity is running one's own business through a franchise.

Disclose the full scope of all involved fees.

Do not charge penalties, fees or withhold earnings if the franchisee leaves the franchise.

ALCOHOL FOR RECRUITING EVENTS

Serving alcohol cannot be part of the recruiting process. This includes both on-campus and off-campus

