

## Drexel University's Handshake Policy for Employers

Thank you for your interest in recruiting Drexel talent. [Drexel's Handshake](#) is used by undergraduate and graduate students, as well as alumni, from all [Drexel colleges, schools, and majors](#).

In advance of requesting to connect with Drexel University on Handshake, please review the following policy to ensure you can comply. If you have further questions about Handshake at Drexel, please contact us at [hiredragon@drexel.edu](mailto:hiredragon@drexel.edu).

### GENERAL REQUIREMENTS

#### Minimum Requirements for Employers:

- Employers must adhere to the National Association of Colleges and Employers (NACE) [Principles for Professional Practice](#) and [U.S. Equal Employment Opportunity Commission \(EEOC\)](#).
- Additionally, employers should be able to provide:
  - Verifiable contact information with at least one point of contact within the organization.
  - A clear and complete organization description.
  - An active website that clearly relates to your organization and contains helpful information about your company for the potential applicant; website should not be in a pre-launch/beta phase nor contain "coming soon" language.
  - An email address that matches the domain of the organization's website.
- Employers that are unable to provide any of these may be subject to further review.

#### Minimum Requirements for Job/Internship postings:

- Target majors, programs, and interests of Drexel students and alumni.
- Include clear and complete job descriptions that accurately describe job responsibilities, duties, and qualifications.
- Include the location of the position or denote that it will be virtual.
- Not require any sort of fee for training or participation.

#### Discrimination policy:

- We will not post positions that appear to discriminate against applicants based on race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, age, disability, or genetic information.

## **EMPLOYER RESTRICTIONS**

### **Cannabis Industry**

- Drexel University adheres to federal law regarding the legality of cannabis and cannabis related products. Employers whose primary business is in the cannabis industry are not currently permitted to post positions.

### **Multi-level Marketing**

- We will not approve employers whose revenue is derived from a non-salaried workforce selling the company's products/services and where the earnings of the participants are derived from a pyramid-shaped commission system.

### **Politics & Lobbying:**

- Approval of an employer by Drexel University does not imply endorsement of views, products, or services of the organization or individual.

### **Start-ups**

- To be considered for approval, start-ups must have progressed sufficiently in their development process so they can:
  - Provide clearly defined organization and position descriptions in Handshake.
  - Provide a company name, website, and email address, and identify a principal as the key contact.
  - Confirm that they are not seeking potential partners or investors.
- Start-ups not yet at this stage are encouraged to connect again in the future for approval.

### **Third Party Staffing Firms**

- To be considered for approval, Third Party Staffing Firms must:
  - Provide the name of the client within the job description and choose the appropriate functions/tasks in the Job Function area of the description.
  - Only use student/alumni applicant information for the original recruiting purpose and do not share this information with any other employer or use it for any other reason.
  - Ensure their services are 100% free to Drexel students and alumni applicants.



## **POSITION RESTRICTIONS**

### **Childcare/In-home care positions:**

- As childcare and in-home care positions for individual families involve particularly sensitive vetting of both candidates and employers, we believe families will be best served by using other placement services such as [www.sittercity.com](http://www.sittercity.com) or [www.care.com](http://www.care.com).

### **Commission-based positions:**

- We will not post commission-based positions that do not clearly note the compensation arrangement in the job posting.

### **Residential Door-to-door positions:**

- Positions which require students to go door-to-door to promote a product, service, cause, or candidate will not be posted as these often require visiting unfamiliar residences which may pose a safety risk to students.

### **Unpaid internships:**

- While not required, we strongly encourage you to compensate student workers to ensure equitable access to these opportunities. Please refer to the [NACE position on unpaid internships](#) for more information.

## **EMPLOYER HOSTED EVENTS**

- Drexel University reserves the right to decline employer requested events that conflict with events that Drexel is hosting, or that do not align with student and alumni needs and interests.
- We share these events for informational purposes, and it does not imply any sponsorship and/or endorsement.

## **RIGHT OF REFUSAL**

Drexel University reserves the right to refuse or pause employer access to Handshake at any time. This can be due to: complaints filed with the Better Business Bureau, unresolved investigations, flags from Handshake students, alumni, or Career Center users, or any behavior determined to be inappropriate by Drexel's Steinbright Career Development Center.