

Guidelines and Principles

To recruit for employment, employers must abide by the National Association of Colleges and Employers (NACE) Principles for Professional Practice (<http://www.naceweb.org/principles/>) and the Equal Employment Opportunity Commission (EEOC) guidelines for Prohibited Employment Policies and Practices Overview (<https://www.eeoc.gov/laws/practices/index.cfm>). We recommend employers be familiar with NACE and EEOC standards prior to posting positions or participating in recruiting events. Cal State Fullerton expects all employers and their representatives to abide by federal and state employment laws and to honor the university's commitment to equal opportunity and nondiscrimination in their recruiting and hiring practices.

Handshake Requirements:

Employer requests to connect on Handshake must demonstrate all of the following minimum requirements:

- Organization name
- A full physical street address and phone number (residential/private addresses cannot be accepted)
- Full name of organizational contact
- Corporate email address associated with the organization website domain (Gmail, yahoo, Hotmail, etc. will not be accepted). Individual contact names and email addresses should match whenever possible.
- A functioning website that clearly relates to your employer/organization. Social media sites (Facebook pages, blogs, Twitter feeds, etc.) or website in a pre-launch phase will not be accepted.

Job Posting requests on Handshake must adhere to the following:

- Posting must be for a professional opportunity related to a business function or academic area (i.e. accounting, finance, marketing, business analytics, etc.).
- For a list of our undergraduate and graduate program areas, please visit <<<< [Link to Employer Guide](#) >>>>.
- Position description should be detailed with thorough overview of responsibilities and explanation of qualifications, general areas of expertise and experience needed to qualify for the position.
- Posting must clearly state the salary or range of salary, if a compensated position.
- All steps for the application process must also be stated, giving necessary contact information.
- Handshake may not be used to promote opportunities which require a student to pay a fee to attend training, coursework or receive placement services
- All job and internship listings are posted at the discretion of CSUF Business Career Services. Business Career Services reserves the right to decline and/or remove postings that conflict with the Student Code of Conduct, or, do not appear to support the best interests of our students and/or the University

Prohibited Postings:

All job and internship listings are posted on Handshake at the discretion of CSUF Business Career Services and we reserve the right to not post a position if it does not appear to support the best interests of students, alumni, and/or CSUF.

Prohibited postings include, but are not limited to:

- Postings that appear to discriminate against applicants on the basis of race, color, religion, creed, age, national origin, veteran status, sexual orientation, disability, or gender.
- Postings that require an investment of cash or other purchases by the prospective employee (the only exception will be for safety equipment and gear or equivalent).
- Postings that are anonymous and/or submitted by third-party recruiters who do not identify themselves as such in their posting or who do not provide Business Career Services with client contact information if requested.
- Any or all commission-based salaries for paid positions must clearly state "commission only" in the description and salary fields ("Commission-only internships will not be accepted")
- We will not accept "teaching overseas" positions. All other "Non-US Headquarters Organizations with Non-US Locations" will not be accepted
- Postings from companies that are involved in the production, possession, distribution, marketing, or use of marijuana. Marijuana remains a controlled substance under federal law and as a recipient of federal funds, CSUF must comply with federal law including the Drug-Free Schools and Communities Act and Drug Free Workplace Act.