



**FAU CAREER CENTER**  
**Division of Student Affairs**  
**& Enrollment Management**

777 Glades Road  
SU-80, Room 220  
Boca Raton, FL 33431  
TEL: (561) 297-3533  
Email: [career@fau.edu](mailto:career@fau.edu)

**Employers interested in recruiting and listing employment opportunities through the FAU Career Center will need to adhere to the following:**

- Employers will need to create or have a Handshake employer account. If an employer has more than one organization that they are recruiting for they must establish a separate account for each organization.
- Employers are required to offer compensation for work performed for positions classified as a part-time/full-time job.
- Employers must be listed as a registered business with the following business directories:
  - Hoovers
  - LexisNexis
  - Florida Department of State Division of Corporations
  - Better Business Bureau
- In the event that the position is classified as a volunteer experience for a non-profit organization please visit FAU's Weppner Center for Leadership & Service-Learning's webpage to promote the volunteer experience. The Weppner Center for Leadership & Service-Learning facilitates service learning opportunities for FAU students.
- Employers must provide a **phone number** on their company Handshake page. If an employer wishes for the phone number to remain private, please add it under the "Private Phone" field.
- Employers must provide a **business email address** with a domain name matching the employer website. Email domains such as gmail, yahoo, etc. require a form of print media to be sent to [recruit@fau.edu](mailto:recruit@fau.edu) to verify that the email address is used for business communication.
- Employer must have a working, navigable business website attached to their Handshake account. In place of a working, navigable website, employers may utilize Facebook for Business. The employer's website or Facebook Business page should provide information about the company including contact information, an 'about us' section and career opportunities information.

- Employers must agree that under no circumstances will student or alumni information be disclosed other than for the original recruitment purpose, nor will it be sold or provided to other entities. Student and alumni names and/or resume obtained for a job opening may not be provided to any other party or added to firm's recruitment database without the written consent of the applicants. Failure to comply with The Family Education Rights and Privacy Act of 1974 (FERPA) is a violation of a federal law that protects the privacy of student educational records. For additional information regarding FAU's FERPA policy visit the Office of the Registrar web page The Family Education Rights and Privacy Act (FERPA) of 1974.
- Employers must abide by the U.S. Equal Employment Opportunity Commission (EEOC) laws and regulations and not discriminate on the basis of race, gender, age, religion, national origin, sexual preference, physical or mental disabilities or any protected basis. The employer hereby agrees to adhere to all aspects of this anti-discriminatory policy. All job postings must contain specific information on qualification and requirements about the position(s) being posted in Handshake. For example, if citizenship status is a requirement in order to be considered for employment it should be stated.
- Employers understand FAU students and alumni are not agents or employees of FAU and cannot hold FAU or the Career Center responsible for the actions or inactions of the students or alumni. FAU and the Career Center do not conduct background checks on students and alumni who participate in on-campus recruitment.
- Employers are expected to adhere to the Principles for Employment Professionals set by the National Association of Colleges and Employers (NACE).
- **\*\* Third-Party Employer Policy:** If you are a third-party recruiter posting a job for a client/organization other than your direct employer, it is required that you disclose the client name for which you are recruiting in the Job Description Box. All positions posted by third-party recruiters without the client name will be declined from the Handshake system. Please note, before approval in Handshake, you will need to review, sign and agree to our Third-Party Agreement form, which will be emailed to you by a Career Center staff member.

The Career Center will NOT list any employment opportunities if:

- Any financial investment is required on the part of our students or alumni including students paying for background checks. Employers must not require a financial investment or payment by the student or alumni for employment or placement.

Under no circumstances should fees be charged to students or alumni. FAU will not post any opportunities that require students or alumni to pay fees.

- The employer provides financial incentives to staff who recruit new hires for the organization and for which the recruiting staff member receives a portion of the new hire's commission.
- Positions that are structured as a “pyramid scheme” or request product purchase will not be approved. No part of compensation may be dependent on recruiting others.
- The position is a multi-level marketing position, for example start-your-own-business.
- The employer is a private individual with a non-registered business or work-for-hire contract in search to fill a non-professional role such as: babysitter, nanny, caretaker, tutor, etc. Private individuals may contact FAU’s Financial Aid Office to list your opening(s) on the [Community Part-time jobs](#) webpage.
- The compensation for employment is paid in cash.
- The work experience involves on-campus solicitation, posting of materials, or sales of products or services not authorized by FAU.
- The work assignment interferes with or negatively affects the academic progress of a student, or the employing organization requires or encourages a student to discontinue his or her academic program of study.
- Employers may post positions that have a compensation structure of 100% commission as long as this is disclosed within the first line of the job posting.
- The business address is a residential address, private residence, and/or home office.

**Please Note:** All employer Handshake registrations and job postings are set to pending status until reviewed and approved by the FAU Career Center.