

## SALEM STATE UNIVERSITY HANDSHAKE EMPLOYER REGISTRATION AGREEMENT

Salem State University Career Services is eager to assist employers interact with our students to inform them in career and internship opportunities. We offer assistance to employers and individuals in accordance with the Principle of Professional Conduct for Career Services Professionals outlined by the National Association of Colleges and Employers (NACE). Likewise, Salem State University Career Services expects that employers act in accordance with the Principles of Professional Conduct for Employment Professionals outlined by NACE. These principles guide our policy for all university recruiting activities.

All employers must be deemed by career services to be legitimate organizations with verifiable: business name, physical address, email address, phone number, website, and the name of a contact that can be reached at the address listed by telephone and email. Non-U.S. employers shall provide, to the reasonable satisfaction of career services staff, documentary evidence demonstrating their capability to meeting employment obligation to any Salem State University candidates who are hired.

Approved employers recruiting/posting positions at Salem State University must agree to and abide by the following:

- Will comply with EEO, ADA and Civil Rights laws.
- Will comply with policies and guidelines of Salem State University and the career services office.
- Will follow the Principles of Professional Conduct for Career Services an Employment Professionals as outlined by the National Association of Colleges and Employers (NACE). Copies available upon request.
- Will cooperate with the university in any inquiry regarding the recruiting process.
- Will, upon request, provide the names of any candidates interviewed and/or hired.
- Will not ask or allow any Salem State University employee to screen applicant materials (resumes/cover letters, transcripts, reference, etc.) for any purpose, including the giving of university employee's advice to recruiter/company on which applicants should be interviewed, recruited or hired.
- Will make reasonable accommodations for a disabled person so that they may participate in the recruitment process.
- Will ensure that alcoholic beverages will not be a part of the recruiting process.
- Will clearly identify the name of the employing organization, job title, job description, and rate of compensation.
- Will not solicit or sell products/services or offer any financial promotional offering during the course of recruiting process.
- Will not use or disclose student information for any reason other than recruiting purposes for the posted positions, including selling student information to other entities for a fee or other forms of compensation.
- Will not charge the university or any student any fee for services; all fees must be paid by client.
- Will have an employer-employee relationship in which there are no fees associated with becoming an employee of the organization, other than professional licensure fees for career employees that may be necessary to be paid by employee.

### All employers recruiting at Salem State University must sign a "Campus Recruiter Agreement"

**DISCLAIMER:** Salem State University requires all employers who interview on campus, attend job fairs, request resumes, request informational tables, or post positions through the career services office to follow Equal Employment Opportunity (EEO) practices as well as NACE Professional Standards and the Fair Labor Standards Act in the recruiting process. There shall be no discrimination against any qualified person on the grounds of race, color, religion, sex, national origin, age, political or personal favoritism, marital status, sexual orientation, or disabling condition.

By registering your company or organization with us, you agree and comply with the policies and procedures of Salem State University Career Services office regarding employer recruiting activities. We reserve the right to refuse service to any company or organization whose business we believe is of a nature that is not appropriate for Salem State University student body.