

## **Butler University Internship and Career Services Policies**

Butler University's **Office of Internship and Career Services (ICS)** provides services for the benefit of Butler students and alumni seeking career opportunities. By seeking access to, or participating in, these services, an employer or recruiter agrees to comply with the policies that follow.[RR1]

Recruiting services include on and off campus activities, including but not limited to: career/job fairs, employer information tables, employer information sessions, off-campus site visits, job shadows, on-campus interviews, ICS organized outreach events at the university and online job posting service (Handshake). [RR2] Participation by an employer in the recruiting services is not to be construed as an explicit or implicit endorsement or recommendation of the employer or the opportunity by Butler University to its students.

### **Section 1: Fair and Equitable Services**

In order to provide fair and equitable services to our students and employers, the ICS office and participating recruiters and employers adhere to the following policies:

- [National Association of Colleges and Employer \(NACE\) Principles for Professional Conduct](#)
- [Equal Employment Opportunity \(EEO\) laws](#)

### **Section 2: General ICS Practices**

- Our staff does not pre-screen application materials for employers.
- We cannot provide "top student" recommendations, but we can send postings along to students and various campus departments.
- We cannot post opportunities to the campus email digest but can use that medium to promote fairs, on-campus interviews, and information tables and sessions.
- We will market your events through various communication channels, but event attendance is not guaranteed.

### **Section 3: Requests from Organization to Target Specific Audiences**

The ICS office maintains and promotes a policy of nondiscrimination and non-harassment on the basis of race, religion, color, sex, age, disabilities, sexual orientation and gender identity or expression, national origin, military service status, genetic information, and citizenship status[RR4] [SJ5] . We provide services only for employers whose hiring practices are non-discriminatory according to federal, state, and local laws. ICS will not advertise opportunities that target any specific class.

### **Section 4: Right to Refuse Service**

We reserve the right to refuse access to recruiting services for factors such as the following:

- Providing fraudulent information and/or misrepresentation of positions or company information through dissemination of dishonest information or absence of information to the ICS office or to students.
- Lack of official company email domain or professional web presence/content.
- Receipt from students or other parties of complaints of improper or illegal recruiting or employment practices, harassment of Butler students, alumni, or staff.
- Breach of confidentiality of student information without prior written consent of the student.

- Requiring, at the time of application, personal information such as bank and social security numbers or photo of the applicants.
- Positions not likely of interest to college students or alumni.
- Requiring students to pay personal funding to obtain the position.
- Failure to adhere to ICS' policies and/or any violation of Butler University equal opportunity policies or local, state, or federal laws.
- Failure to accurately describe the responsibilities and requirements of the employment opportunity in all publicity, including publicity for employer information sessions.

#### **Section 5: Rooms, Scheduling, and Employer Sponsorship Opportunities**

ICS *does not* provide access to services, rooms, scheduling, or employer sponsorship opportunities if:

- The employment opportunity involves on-campus solicitation for the company's products, posting of company's materials, sale/distribution of products and services or solely promoting a political candidate.
- The organization requires an initial payment or investment. Investments of this type may include, but are not limited to: requirement to attend unpaid orientation or training sessions; direct payment of a fixed fee; payment to attend orientation or training sessions; and/or purchase or rent of a starter kit, sales kit, samples, or presentation supplies.
- The organization fails, for any reason, to provide essential information concerning the nature of the position or compensation, including, but not limited to: commission only, job responsibilities, salary, applicant requirements.
- The organization fails to submit payment/documentation of payment for any ICS event or program.

#### **Section 6: Services Provided to Third Party Recruiters**

Third party recruiters are agencies, organizations, or individuals recruiting candidates for employment opportunities other than for their own needs. Third party recruiters using ICS services are expected to follow the same policies and procedures established for recruiters representing their own organization. In addition, third party recruiters are expected to adhere to several specific practices to ensure open and accurate communication with Butler students. ICS will provide assistance to third party recruiters when a third party recruiter meets the following conditions:

- Abides by the NACE and EEO policies and laws (see Section 1).
- Charges no fees to the candidate.
- Provides a position description to ICS staff for valid openings.
- Shares with candidates that openings are with other organizations, not their own.

#### **Section 7: On-Campus Recruiting**

- ICS will provide scheduling support for recruiters via Handshake.
- Recruiters seeking to schedule on-campus interviews outside Handshake scheduling process are required to provide our office with a description of the recruiting process used to fill the schedule as well as a copy of the interview schedule prior to the interviews.
- ICS will try to provide equipment (laptop computer, projector, etc.) for outreach events if requested in advance.
- Interview rooms are complimentary.

### **Section 8: Event Cancellations and Refund Policy**

Payments must be received by the close of business one week in advance of the event. If payment is not received in a timely manner, the ICS office reserves the right to reconsider the organization's participation in future recruiting events. Our office can discuss other payment options on an individual basis, such as bringing a check to the event. We will continue to bill organizations for outstanding event fees until payment is received.

Cancellations made at least three business days in advance of the event will receive a full refund. If cancellations are made after this time, the organization will be responsible for the full registration fee.

### **Section 9: Credit Card Privacy Policy**

ICS only keeps information for payment record. This may include, but is not limited to, a first and last name, a physical address, an email address, and a phone number. We do not keep record of any credit card information. Please note that this policy is for credit card payments to ICS only and does not apply to other 3rd party sites linked from our website. Please check the privacy policies on those websites for more information.

### **Section 10: Posting Jobs at Butler University**

- To post jobs on Butler's campus, employers are encouraged to create an account with Handshake ([butler.joinhandshake.com](https://butler.joinhandshake.com)) to directly post their own open positions. The office also provides a form in the event an employer needs assistance posting on Handshake. The form may be found at <https://www.butler.edu/ics/employers/post-job-internship>. Employers may also post fliers with the permission of the ICS office (see Section 11).
- In order to post on Handshake, the ICS office requires a valid email address with a company domain attached. Personal emails (ie: gmail, hotmail) may be accepted in cases of part-time informal employment such as childcare, housework, etc.
- Jobs posted on the Handshake system will automatically be assigned an expiration date 30 days past the posting date if a date is not provided by the employer. Employers may select an expiration date earlier than the 30 day default.
- Postings can include part-time, internship, volunteer, project-based, and full-time opportunities.
- ICS reserves the right to delete or decline job postings deemed unsuitable for students/alumni per Section 4.
- Employers who have not filled the job may repost for an additional 30 days.
- Third party recruiters may provide job announcements to ICS for posting (See Section 6).
- Posting of any job description is not to be construed as an explicit or implicit endorsement or recommendation of a recruiter, an employer, or the opportunity by the university.

### **Section 11: Fliers**

ICS can post fliers regarding employment opportunities or career-related events on community bulletin boards around campus subject to the following requirements:

- Fliers must be stamp approved by our office, and the approval is good for a maximum of 30 days.
- Fliers must include employer name and contact information.
- Must adhere to posting policies mentioned in Section 10.

## **Section 12: Career/Job Fairs**

- Career/job fairs are designed to provide a venue for sharing employment information.
- Career/job fairs are not intended for recruiting other businesses or for selling products and/or services.
- Please see Section 8 regarding payment and cancellation policies.
- Registrations via Handshake will be reviewed by ICS staff. Registration may be denied based on the nature of the fair and/or employer standard in Section 4. Employers will be provided with all the details and logistics of the event through a confirmation email.
- Employers who arrive at the event location without pre-registration will not be able to participate.
- It is expected that career/job fair participants attend the entirety of the event. If the representative(s) must leave early, providing contact information on the table for follow up is strongly encouraged.

## **Section 13: Grievances**

The ICS staff will investigate complaints by students about an internship experience, job posting, employer, or career event, proceeding as follows:

1. We will suspend employer account activity during the investigative period.
2. We will make contact with each individual who may have relevant information, including, but not limited to, the students, faculty, the department internship coordinator, the employer, and Butler legal counsel.
3. Upon completion of the investigation, we reserve the right to suspend the organization's access to recruiting services. If we find that the organization has violated Butler policies, NACE policies and/or Equal Opportunity laws and policies, we will terminate the employer's access to our recruiting services. Violations pertinent to Title IX or Title VII will be reported to the university. Illegal activity may be reported to the proper authorities.

Last updated: 8/9/18 at 11:30 A.M.

---