

# Muhlenberg College Employer Engagement Policies

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## Equal Opportunity Statement:

An equal opportunity employer – Muhlenberg College is committed to assuring equal opportunity to all persons and does not discriminate on the basis of race, creed, color, gender, age, religion, national origin, veteran or disability status, or sexual orientation in its educational programs, activities, admissions, or employment practices as required by Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Title VII of the Civil Rights Act of 1964, and other applicable statutes. The Career Center at Muhlenberg College will work solely with employers that abide by the college's equal opportunity standards.

## Professional Conduct Statement:

Employers that utilize the services provided by the Career Center and employment professionals who work at or represent those employers shall:

- Supply accurate information about their organization and the employment opportunities available at their organization.
- Refrain from any practice that improperly influences or affects job applicants.

## Disclaimer:

The Career Center honors students' prerogatives to consider all types of career opportunities and does not endorse specific organizations that may post jobs in Handshake or participate in Muhlenberg's on-campus interviewing program. All discussions concerning particular positions or the terms and conditions of employment are conducted directly between the students and the employer. By offering its services to facilitate discussions between students and off-campus employers, the Career Center makes no representations or guarantees regarding the qualifications, credentials, or suitability of the students that utilize Handshake.

## Definition of an Internship:

The Career Center has adopted the National Association of Colleges and Employers ([NACE](#)) [criteria for an experience to be defined as an internship](#).

To ensure that an experience—whether it is a traditional internship or one conducted remotely or virtually—is educational, and thus eligible to be considered a legitimate internship by the NACE definition, all of the following criteria must be met:

- The experience must be an extension of the classroom: a learning experience that provides for applying the knowledge gained in the classroom. It must not be simply to advance the operations of the employer or be the work that a regular employee would routinely perform.

- The skills or knowledge learned must be transferable to other employment settings.
- The experience has a defined beginning and end, and a job description with desired qualifications.
- There are clearly defined learning objectives/goals related to the professional goals of the student's academic coursework.
- There is supervision by a professional with expertise and educational and/or professional background in the field of the experience.
- There is routine feedback by the experienced supervisor.
- There are resources, equipment, and facilities provided by the host employer that support learning objectives/goals.

If these criteria are followed, it is the opinion of NACE that the experience can be considered a legitimate internship. In addition, if your organization does not intend to provide compensation for internships, please review the [Fair Labor Standards Act](#) as it relates to Internship Programs.

### **Requirements for Posting:**

In accordance with applicable law and the policies of the Muhlenberg Career Center, job postings will not be accepted or allowed if they violate any state or federal law. The Career Center will not post jobs that unlawfully limit or discriminate against applicants on the basis of race, creed, color, gender, age, religion, national origin, veteran or disability status, or sexual orientation. Prior to posting job opportunities, the college reserves the right to decline any posting which, in its sole discretion and judgment, are not fully compliant with federal and state antidiscrimination laws or are detrimental to the mission of Muhlenberg College. Employers must possess a current active business license. Employer registration for accounts in Handshake must include the following:

- Organization name
- Full name of the organization's contact person
- Organization's email address that is associated with the organization website domain (e.g. jillgreen@company.com; no Gmail, Yahoo, Hotmail, etc.) Individual contact names and email addresses much match the company email address.
- Organization's website address that clearly aligns with your organization and contains helpful information about your company for potential applicants, website should not be in a beta/phase, nor should it contain "coming soon" language. Social media sites (Facebook, LinkedIn, etc.) do not take the place of a company website.

We do not accept organizations that provide 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.

In addition, no user may post:

- A position whose application process asks students to use or submit their social media profile or release this type of information to the employer
- A position or employment opportunity involving franchise, network marketing, club membership, distributorship or sales representative agency arrangements
- A position for which Muhlenberg current students are not qualified (e.g. positions requiring majors not offered at Muhlenberg), nor do we accept positions for which Muhlenberg students are over-qualified (e.g., positions that do not require a college degree)
- A position that is compensated only by commission
- A position or employment opportunity that requires an up-front or periodic payment; no fees (application or other) may be charged by the employer before an offer of employment is made
- A position or employment opportunity requiring recruitment of other members, sub-distributors or sub-agents
- A job listing with a company the name of which is unknown or not identified
- Positions in private homes, including part-time or summer jobs such as but not limited to child care and home maintenance.

By completing your employer profile in Handshake and/or participating in recruitment services/events with the Muhlenberg Career Center, you agree to the aforementioned terms.

### **Marijuana/Cannabis Industry Employers:**

Muhlenberg College Career Center will not accept positions related to the use or distribution of recreational or medical marijuana. As the use of marijuana is illegal at the federal level and Muhlenberg College receives federal funds, we must comply with federal law. In addition, the use of marijuana violates the Drug-Free Schools and Campuses Act and continues to be banned on campus.

### **Third Party Recruiters:**

In addition to the policies outlined in the [NACE Principles for Professional Practice](#), the Career Center expects employers and third-party recruiting agencies to comply with the following policies:

- Positions offered through third-party recruiters must be listed with the actual employer's address and contact information. Anonymous postings will not be accepted
- Third Party Recruiters are permitted to only release candidate information provided to the identified employer in accordance with the [Family Educational Rights and Privacy Act \(FERPA\)](#). Re-disclosure of candidate information to any other parties is not permitted.

This policy is subject to change without prior notice. All employers are still subject to the terms of this policy. Muhlenberg College Career Center reserves the right to refuse or revoke services to any organization at any time.

If you have any questions, please contact: Samantha Hof, Director of Employer Engagement at 484-664-3172 or [samanthahof@muhlenberg.edu](mailto:samanthahof@muhlenberg.edu).