

Handshake Employer Approval Policies

Overarching Policies

The Career Development Center will provide services and resources for recruiting opportunities to employers provided they acknowledge and meet the following requirements:

1. Comply with the NACE Principles for Employment Professionals [NACE Principles for Ethical Professional Practice](#) and Career Development Center policies.
2. The Career Development Center reserves the right to refuse service to any employer if, in the sole determination of the Center:
 - A review of the specific opportunity or the nature or status of the company suggests that it is inappropriate for the service population
 - There is any misrepresentation, whether by dishonest information, absence of information, or fraud
 - Harassment of UCO students, alumni, faculty, or staff
 - If the employer discriminates in violation of laws or UCO policies
 - If the Career Development Center receives student or faculty/staff complaints about discrimination, harassments, threats, unsafe working conditions, or other questionable circumstances
 - Failure to adhere to Career Development Center policies
 - Any violation of local, state, or federal laws
 - If the employer does not pay for services/registrations in a timely manner
3. Employers must follow [US Department of Labor](#), the [Americans with Disabilities Act](#), the [EEOC Regulations](#), [NACE Principles for Professional Conduct](#), and local, state, and federal laws. It is unlawful for an employer to use screening criteria based on race, gender, ethnicity, marital status, disability, age, and other bases covered by law and policy.
4. The Career Development Center will not post positions on behalf of a company nor will they make recommendations or select candidates for employers.

Employer Profiles

All employers must be deemed by the University of Central Oklahoma and UCO Career Development Center to be legitimate organizations with verifiable:

- Website
- Business Name
- Physical Address - we require employer addresses to be actual business addresses with a street name (not a PO box and no residential addresses).
- Email Address
- Phone Number
- Name of a contact who can be reached at the address listed by telephone and email.

Handshake Trust Scores and Flags

We do not approve employers with a trust score of 60% or lower. If the number of declines is higher than approvals, we'll further vet the employer and approval will be up to Career Development Center staff.

We do not approve employers with more than one flag on their account for something other than insufficient information.

Company and Job Locations

We focus on regional employers where regional is defined as the states surrounding Oklahoma (Kansas, Missouri, Arkansas, Texas, New Mexico, and Colorado). As data prior to 2021 states, the majority of our graduating students tend to stay local to the OKC metro upon graduation so this regional definition best suits our students.

We do not usually approve employers outside of our region unless the company has a well-known reputation (Adobe, Amazon, etc.), is a government entity, or has regional offices (even if their HQ is out of state). We also consider non-regional employers if their employment opportunities are for a specific major or student population where it would make sense that a student might need to relocate (forensic science, music, theatre, PGA).

We will post remote and virtual opportunities as long as they are relevant to our students and satisfy all other criteria prescribed throughout this document.

Cannabis

The University of Central Oklahoma Career Development Center will not accept or post positions related to the use or distribution of recreational or medical marijuana. This includes tertiary positions not directly related to the sale or distribution of marijuana/cannabis but that are designed to support or advance the industry. Employers seeking to recruit for such positions at any on-campus recruiting event or through any campus means will be asked to cease and desist and withdraw from the campus immediately. As the use of marijuana is illegal at the federal level and University of Central Oklahoma receives federal funds, we must comply with federal law.

Third Party Staffing

We do allow third party staffing firms to post positions on the condition that they disclose to our office the employer for whom they're posting and that the job is a regional job.

Handshake Job Approval Policies

Overarching Policies

- We do not post positions that require more than 3 years of experience if they're posted for undergraduate students.
- We do not post jobs that list majors that are not relevant to any majors offered by the university.
- We do not post jobs that are 100% commission based.
- We do not post positions that require the student to pay any fees.
- Job postings must be actual, current openings.

- Job postings may not contain anything that is sexually explicit, obscene, libelous, defamatory, physically threatening, or illegal.
- Job postings must clearly identify the responsibilities of the position, the identity of the employer, and the type of business of the position and the employer.
- Job postings shall not provide false, inaccurate or misleading information.
- Employers must be willing to provide written documentation of registration with the Better Business Bureau when and if requested.
- Employers must not be involved with the use, production, testing, or distribution of marijuana, cannabis, or hemp.
- Job postings in Handshake must accurately describe the scope of responsibilities and requirements of the position including compensation information.
- Job postings must meet state minimum wage for state in which the job is located.
- Third Party recruiters must identify themselves as such.
- Re-disclosure of student information is prohibited.
- Employers who receive students' resumes and educational information may use it only for the original intended purpose for which disclosure was granted. Thus, employers may not transmit (or re-disclose) student information to any other employer or third party, and not to others within the employing company for any purpose other than employment purposes.
- Employers recruiting interns must follow the criteria for an experience defined as an internship by the [National Association of Colleges and Employers Position Statement on US Internships](#).
- For-profit companies must pay their interns at least minimum wage. If a for-profit company is offering an unpaid internship, it must meet the [Department of Labor's Fair Labor and Standards Act seven-factor test](#).