

Recruitment Guidelines

In order to provide fair and equitable services to our students, alumni, employers and other users of our services, Career Employment Services (CES) will adhere to the following guidelines for all recruiting activities sponsored by our office and expect employers to do the same. Recruiting efforts include creating an account in Handshake, posting position openings, attending career fairs and events, hosting information or informal recruitment sessions/tables, conducting on campus interviews, and conducting classroom presentations.

- CES offers assistance to employers in adherence to the National Association of Colleges and Employers (NACE) ethical standards as outlined in [Principles for Professional Conduct for Career Services & Employment Professionals](#).
- CES is committed to equal employment opportunity for all persons and provides services to our students and employers on a nondiscriminatory basis. Employer representatives are expected to comply with all federal and state Equal Employment Opportunity regulations in their recruitment and hiring practices.
- Gateway Technical College complies with the provisions of the Family Educational Rights & Privacy Act.

Posting on Handshake

The first step in any recruitment efforts will be to post the position(s) on Handshake. Posting on Handshake ensures that job openings are fairly advertised for all qualified students and graduates in accordance with the Equal Employment Opportunity Act.

Requirements for posting on Handshake:

- Job postings must be actual, current, individual openings for internships and/or traditional W-2 or 1099 employees.
- Job postings must contain sufficient detail to convey clearly to the job seeker the duties and qualifications of the job opportunity.
- Employers posting on Handshake will not charge a fee or require any monetary compensation from the job seeker.
- If created by a third party, the job posting must be for a single company. The description must clearly state both the company name as well as the fact that you represent a third party firm recruiting on behalf of the company.
- Employers posting on Handshake must represent a recognized business. Personal ads or domestic requests (e.g. nannies/babysitters, care givers, private tutors, housekeepers, drivers, gardeners/lawn care, etc) will not be posted on Handshake.

On Campus Recruiting

Employers recruiting on campus must be sponsored by Career and Employment Services or another office on campus to ensure all policies and procedures are followed.

Job requirements for recruiting on campus:

- Meets all requirements and is posted on Handshake.
- Career-related and mirrors the education programs at Gateway Technical College.
- Full-time jobs should require/prefer an associate degree, technical diploma or certificate.