

University of South Florida Tampa Jobs Board Guidelines for Employers

The following guidelines apply to all employers offering full-time, part time, and internship opportunities for University of South Florida Tampa (USF) students and alumni.

To recruit students for employment, employers must abide by the National Association of Colleges and Employers (NACE) [Principles for Professional Practice](http://www.nacweb.org/principles) (www.nacweb.org/principles) and the Equal Employment Opportunity Commission (EEOC) guidelines: [Employer/Prohibited Practices](#) and [Overview](http://www.eeoc.gov) (www.eeoc.gov).

We recommend that employer be familiar with NACE and EEOC standards prior to registering on USF Jobs Board website.

Requirements to post a position on the USF Jobs Board (Handshake) and/or USF Career Services (USFCS) activities are as follows:

- University of South Florida Employer Relations staff will approve job postings on our jobs board (Handshake) website based on USF DEGREES and CERTIFICATIONS.
- Full-time/part-time and internship openings must pay at least a minimum hourly wage as mandated by law.
- Hourly and/or salary wages must be clearly stated and the commission-base structure, if applicable, must be fully explained in the posting.
 - Commission-only positions will be denied for posting.
 - Base salary plus commission positions will be reviewed and considered on an individual/case-by-case basis.
- Positions must be with established companies.
- Employers must provide the following information to post a job vacancy:
 - organization name and contact information,
 - products or services provided, job description, compensation, company website.
 - Full disclosure to Career Services and students is required.
- Positions not clearly stating job responsibilities/duties will not be posted.
- Employers must provide information on students hired through Handshake Job Placement postings, including names, rates of pay, hours worked per week, and beginning dates (as requested).
 - Reporting procedures will be explained by Employer Relations staff after registration is completed and approved.
- Experiential learning opportunities (i.e. internships and co-ops) may be required for students in many of our programs. We encourage employers to post opportunities that offer career goal alignment with our degree programs. If you are posting an internship/co-op position, please identify if it is paid or unpaid.
 - All unpaid internships, co-ops, or other experiential learning opportunities will be reviewed and approved on an individual/case-by-case basis. *Please note: postings that fall under #8 in the “Restrictions” section below will not be approved.*
 - **All Internships and Coops are subject to a second approval by our Internship and Co-op Staff**

- All Positions must comply with federal and state affirmative action and equal employment opportunity regulations (outlined by EEOC).
- USF reserves the right to deny job posting privileges uncontested and at any time.

Restrictions:

The following employment opportunities are strictly prohibited from our job boards, job fairs, and all other on-campus recruiting activities:

1. On-campus solicitation, sales, or posting of materials, products or services.
2. The sale of items that may be considered a health risk to the consumer (i.e. electronic cigarettes, tobacco items, firearms, etc.)
3. Direct marketing opportunities that require the purchase of or reimbursement of payment for equipment.
4. Requirement to pay a fee to participate in a work experience or for training.
5. Requirement to purchase or rent any type of sales kit or presentation supplies (example: multilevel marketing supplies, presentation sample kit, etc).
6. The initial start-up/out-of-pocket expense (commission only) incurred and not reimbursed.
7. Positions with companies unable to provide adequate information about their services and/or specifics about their job opportunity.
8. Recruitment is also restricted for the following:
 - inside and outside (door-to-door) direct marketing sales,
 - telemarketing
 - multi-level marketing
 - time-share sales home based businesses
 - independent contractor (1099)
 - investment/security organizations
 - in-home child care/ personal caregiver
 - franchise
 - third-party debt collectors
 - distribution opportunities
 - sale of merchandise (on and off campus), services or products
 - polling or surveying of students
 - fundraising or petition drives
 - recruitment of students for educational programs and/or training outside of USF
9. Multi-Level Marketing Sales and Marketing where the sales force is compensated for personal sales and also multiple levels of compensation that may be generated through other salespeople they recruited.
10. Companies based outside the United States that do not have operational offices in the United States.