

## General Job Posting Policies

- A valid job title is required
- Specific job duties to be performed must be included within the job description
- A separate job posting is required for each posting
- All positions must meet California Minimum Wage standards
- Handshake may not be used to promote opportunities which require a student to pay a fee to attend training, coursework or receive placement services
- Handshake may not be used to advertise job banks
- All job and internship listings are posted at the discretion of the Career Center. The Career Center reserves the right to decline and/or remove postings that conflict with the Student Code of Conduct, or, do not appear to support the best interests of our students and/or the University

## Job Offer Policy

The Principles for Professional Conduct established by the National Association of Colleges and Employers (NACE) state that "Employment professionals will refrain from any practice that improperly influences and affects acceptances. Such practices may include undue time pressure for acceptance of offers and encouragement of revocation of another offer. Employment professionals will strive to communicate decisions to candidates within the agreed upon time frame."

We believe that allowing students adequate time will make them feel more secure in their choices after they have analyzed all of the available information. Also, employers can feel more confident that students have accepted their employment offer with the intention of honoring their commitment.

- All open vacancies must be posted through Handshake in order to recruit students through the CSUSB Career Center
- We strongly recommend giving students a minimum of two weeks response time from receipt of written employment offer.
- Students should not be pressured to accept "exploding offers" including a quick response time, reduction in offer package, or any other practice that puts unreasonable pressure on a student."
- Notify a student in writing of the major components of a job offer (job duties, salary, bonuses and other benefits, starting date, work location, schedule, etc.) after a verbal offer has been made.

## Complaints and Compliance

The Career Center reserves the right to investigate complaints by students about employers or jobs accessed through Handshake. If it is determined that a complaint is justified, Handshake access may be revoked. In such cases, the Career Center will notify the employer via email of the action.