

## **Career and Professional Development Employer Eligibility and Use Policy**

### **Employer Disclaimer**

The office of Career and Professional Development (CAPD) at St. Edward's University strives for open access and connections between students and employers. Our job and internship posting database, Handshake, is provided free of charge to employers and to students/alumni seeking jobs and internships.

CAPD reserves the right to determine the eligibility of a posting and to delete postings deemed unsuitable for our students. Any position that does not support the interests of the university or our students will not be posted.

Registering and logging into Handshake indicates that you have read, understand, and agree to the terms and conditions below:

- Positions that require any form of monetary commitment from students prior to employment can be posted only if any upfront costs, special fees, or purchases required as a preliminary condition of employment are clearly defined and advertised prominently in the job description.
- Positions that appear to discriminate against applicants on the basis of race, creed, color, gender, sexual orientation, religion, national origin, age, disability, or any other protected group status will not be posted.
- Positions that do not comply with Equal Employment Opportunity (EEO) standards will not be posted.
- Internships, both paid and unpaid, that do not comply with the U.S. Department of Labor's Fair Labor Standards for Trainees or Students will not be posted.
- Part-time/temporary postings offering compensation lower than the U.S. Department of Labor's Guidelines for Federal Minimum Wage or State of Texas Minimum Wage Rates will not be posted.
- CAPD strongly encourages all employers to offer paid opportunities whenever possible, in alignment with our commitment to equitable access and best practices. While unpaid positions may be posted if they meet legal and policy requirements, they will not be actively promoted by CAPD staff.

CAPD promotes the Handshake database service to all of our students and alumni on a frequent basis. It is the students' responsibility to utilize this service and to check it routinely. CAPD cannot guarantee employers that students have actually reviewed the job and internship postings. It is worth noting that student use of Handshake slows down when classes are not in session, especially in the summer months.