

St. Edward's University Career and Professional Development Recruiting Policies

Scope and Purpose of Career and Professional Development (CAPD) Recruiting Services

The Career and Professional Development (CAPD) office at St. Edward's University supports students and alumni in achieving meaningful career outcomes aligned with our university mission and Holy Cross values. Recruiting services are designed to connect students with quality internship and job opportunities that prepare them for life-long success.

Right of Refusal

CAPD reserves the right to approve, deny, or revoke an employer's access to our recruiting services—including Handshake, career fairs, events, and job postings—at any time and for any reason, especially when employer practices do not align with university values or policies.

Reasons for denial or removal may include:

- Misrepresentation or incomplete information, including MLMs
- Students, alumni, or faculty/staff complaints
- Harassment or unprofessional conduct
- Violation of confidentiality or privacy
- Noncompliance with CAPD or university policies
- Positions incompatible with college-level professional development
- Requiring sensitive personal data (e.g., SSN, bank information) outside standing hiring process
- Legal or reputational risk to students or the university
 - CAPD reserves the right to review employers whose mission or operations may be perceived as controversial or misaligned with institutional values. These cases may require additional consultation or review with university leadership.
- Misalignment with university mission or standards

Compensation

Organizations paying less than federal or, when applicable, state minimum wage for full-time or part-time job opportunities may not participate in St. Edward's University recruiting services. Compensation details must clearly state if position is 100% commission; base salary if it is partially commission-based or be clear how the participant will be compensated for the position in the job/internship posting. CAPD strongly encourages all positions, especially internships, to offer fair and competitive pay. While unpaid roles may be permitted under specific legal guidelines, they will not be actively promoted by CAPD staff.

Positions in Residences

In home positions at personal residences are prohibited (e.g., caregiver, nanny, in-home tutor, and start-up company positions that place students/alumni in residential homes).

Fee Based Programs

Any organization requiring a finder's fee, training fee, financial investment, or any out-of-pocket expense for the hired individual may not utilize the facilities, programs or services of CAPD.

Campus Brand Positions

To protect student privacy and ensure the integrity of university communications, CAPD does not promote roles that require peer-to-peer marketing, data collection, or sales of products/services on campus. Positions requiring employees or interns to market/promote or create/develop free or fee-based program, products, services, events, etc., and/or collect student information on St. Edward's University campus on behalf of an employer are ineligible for posting. Examples include campus brand position and similar positions.

Third-Party Recruiters

Contract recruiters, search firms, resume referral firms, temporary agencies and employment agencies **may** post positions in Handshake.

- The client's name (hiring company) is disclosed to CAPD staff and any potential applicants in each position description posted on Handshake.
- Any and all associated fees are employer paid.
- Agency acknowledges that CAPD may contact the hiring company to verify the third party's recruiting relationship.
- No student information may be disclosed for other purposes, nor can it be sold or provided to any entity other than that which has been disclosed as the hiring company.

Third-party recruiters may NOT participate in on-campus recruiting activities.

Professional Conduct

All employers are expected to abide by the NACE Principles for Ethical Professional Practice. Employers engaging in behavior inconsistent with these standards may be restricted from future engagement with CAPD.

Employer Event and Promotion

CAPD staff carefully curate employer participation in career fairs, networking events, and information sessions based on relevance to student interests, equity of opportunity, and staff capacity. Event participation is not guaranteed and is by invitation or application only.

Non-Discrimination Policies

CAPD requires all recruiting organizations to comply with EEO, ADA, and Title IX regulations, and to uphold the university's commitment to fostering a respectful and inclusive environment for all students. Employers must comply with all applicable federal, state, and local non-discrimination laws.

Policy Review

CAPD reviews and updates its recruiting policies on an annual basis. We reserve the right to revise policies at any time in response to changes in federal/state law, university guidelines, or industry best practices.

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