



UNIVERSITY of
**SOUTH
FLORIDA**
ST. PETERSBURG

USFSP CAREER CENTER EMPLOYER JOB POSTING GUIDELINES

Disclaimer: The USFSP Career Center job listing service, Handshake, is intended to provide students and alumni (within 1 year) current information on employment opportunities. Advertisement of a vacancy in Handshake does not indicate an endorsement or recommendation by USFSP or the Career Center.

- Direct hiring authorities/organizations may advertise part-time (temporary and short-term included), internships, cooperative-education, and full-time positions
- Employers must be equal opportunity and adhere to the National Association of Colleges & Employers (NACE) ethical standards of recruitment
- If an employer has more than one organization to recruit for, they must establish a separate account for each organization
- Employers who access student resumes for other than legitimate recruitment purposes will be blocked from further use of the Career Center recruitment services
- Third-party recruiters may access Handshake to post jobs only. See our Third-Party Recruiting Policies for additional details
- The Career Center will conduct a review process of all new employer contact registrations, postings, interview schedules, and event requests
- Employer vacancies are set to "Pending" status until reviewed and approved by Career Center staff within 3 business days
- Posting privileges are reserved for legitimate organizations with tax ID numbers
- International experiences such as teach abroad opportunities are not permitted

RIGHT OF REFUSAL

**The Career Center reserves the right to edit or refuse
Handshake recruitment requests and postings.**



JOB POSTING GUIDELINES



Employers and postings are reviewed for Handshake approval based on numerous factors. Contact information must include the following criteria for consideration:

- Corporate email domains (gmail, yahoo, aol, etc. are not accepted)
- Phone number for a direct organizational line or extension
- Complete physical address (P.O. Boxes and residential addresses are not permitted)
- Trust scores above 50% and no flags on the account
- Fully functioning corporate website with applicable company domain

EXPECTATIONS

Postings that **CAN** be listed:

- Part-time / Off-campus
- Temporary and short-term
- Internships (paid & unpaid: both are subject to DOL and FLSA compliance)
- Full-time (degree and non-degree)

Postings that **CANNOT** be listed:

- Positions that impede a student's academic progress
- Positions within a private home (i.e. babysitting, tutoring, elder care, house-sitting, etc.)
- Positions that require fees, paid training, or product purchases by the student for employment
- Network marketing*, Multi-level marketing, or pyramid selling positions
- Campus or brand ambassador positions
- Commission only positions
- Unpaid internships that are not in compliance with the Fair Labor Standards Act (See: Fact Sheet #71 & Primary Beneficiary Test)
- Remote work, unpaid internships
- Career fairs or events (Events should be posted as an event request)
- Solely international experiences (unless there is prior administration approval)
- Postings requiring a students to sign-up or register for another platform
- "On-campus Student Employment" is reserved for USFSP department use only

USFSP Career Center's Definition of Network Marketing

Also known as single-tier, affiliate, multi-level, pyramid selling, and referral marketing

The Career Center does not consider these organizations "employers" and thus they are not eligible to participate in job postings, career fairs, on-campus interviewing, resume referrals, employer presentations, or sponsorships for recruiting activities.

A network marketing company is defined as one that engages in any of the following:

- **Sponsors individuals to set up their own businesses for the purpose of selling products or services and/or recruiting other individuals to set up their own businesses**
- **Requires an initial investment (payment of a fixed fee, payment to attend orientation or training session(s), and/or the purchase of a starter kit or product samples)**
- **Offers compensation in the form of straight commission, fees from others under their sponsorship, and/or a percentage of sales generated by others**
- **Requires direct sales of a product or service to a student's personal network or family (ex: Amway, Avon, Jamberry, Mary Kay, Pampered Chef, Premiere Jewelry, Stella & Dot, Vector Marketing, etc.)**

FOR MORE INFORMATION

EMAIL: USFSPCAREERCENTER@USF.EDU OR CALL: 727-873-4129