

## **Handshake Registration: Employers and Internship Providers Metropolitan State University Terms and Conditions**

Thank you kindly for considering Metropolitan State students and alumni for your hiring needs. We value working with you to ensure that your organizations can tap into this amazing source of talent and want to inform you of the following policies.

1. The Metropolitan State University Career Center subscribes to and endorses the Principles of Professional Conduct for Career Services and Employment Professionals as published by the National Association of Colleges and Employers (NACE). As such, all employers who wish to utilize the [metrostate.joinhandshake.com](https://metrostate.joinhandshake.com) job posting and campus recruiting site must agree to abide by these principles.
2. In addition to abiding by NACE standards, all employers/individuals must also conform to the Minnesota State Colleges & Universities policies regarding Nondiscrimination and all applicable Equal Opportunity Laws.
3. All employers requesting access to Career Center services and/or events must be registered users of [metrostate.joinhandshake.com](https://metrostate.joinhandshake.com). New employers may request an employer account at [metrostate.joinhandshake.com](https://metrostate.joinhandshake.com).
4. By logging on to [metrostate.joinhandshake.com](https://metrostate.joinhandshake.com), the employer agrees to the terms and conditions set forth by the Career Center for the use of this online recruiting system.
5. Employers must provide complete contact information when registering for [metrostate.joinhandshake.com](https://metrostate.joinhandshake.com). Employers are responsible for the accuracy and completeness of employer information, full contact name and address, as well as all information in job descriptions. A valid e-mail address and phone number are mandatory to communicate directly with the employer contact(s). All job postings must include a complete description of the type of work involved.
6. The employer contact person is responsible for the distribution and use of his/her [metrostate.joinhandshake.com](https://metrostate.joinhandshake.com) username and password, as well as its use and misuse. Any user found to be using [metrostate.joinhandshake.com](https://metrostate.joinhandshake.com) inappropriately or inconsistent with the University and Career Center guidelines will have their access to [metrostate.joinhandshake.com](https://metrostate.joinhandshake.com) revoked.
7. Employers who require candidates to purchase products as condition of employment or those who charge a fee of any kind to candidates for their employment services will not be granted access to the [metrostate.joinhandshake.com](https://metrostate.joinhandshake.com) system.
8. Postings from private households/individuals will no longer be accepted. This includes, but is not limited to, personal care attendants, house cleaning, yard work, nannies, tutors, pet care, etc. This is a

precaution for the safety of all involved. An alternative site that private households/individuals may want to consider to promote their hiring needs is [www.care.com](http://www.care.com), as their site includes a wide variety of in home job postings.

9. Candidate information accessed by employers is to be used solely by that employer and must not be sold or otherwise distributed to any entity other than the specific employer who has access to [metrostate.joinhandshake.com](http://metrostate.joinhandshake.com).

10. The Career Center staff will review complaints by students, alumni, faculty, and staff about employers or jobs posted on the [metrostate.joinhandshake.com](http://metrostate.joinhandshake.com) system. If the staff determines that a complaint is justified, the Career Center may choose to deny employer services to the employer involved. The Career Center's staff interpretation and implementation of these policies are final.

11. The Career Center will regularly update and enhance [metrostate.joinhandshake.com](http://metrostate.joinhandshake.com) and may, from time to time, revise the Employer Terms and Conditions. Use of [metrostate.joinhandshake.com](http://metrostate.joinhandshake.com) is governed by the Employer Terms and Conditions posted at the time of use.

12. Failure to abide by these terms and conditions may result in discontinuation of access to [metrostate.joinhandshake.com](http://metrostate.joinhandshake.com). Other reasons for discontinuation of access include, but are not limited to, invalid employer e-mail addresses, inappropriate messaging, evidence of fraudulent activity, or other items deemed inappropriate by the Career Center staff or the appropriate designee. The Career Center staff interpretation and implementation of the "Employer Terms and Conditions" is final. Any exception to these terms and conditions must be negotiated between the Career Center and the employer representative.