

St. Petersburg College

Career Services Policies and Guidelines for Employers

The purpose of this document is to ensure a high-quality experience in connecting talented St. Petersburg College Titans with appropriate career opportunities. Follow these guidelines to establish and maintain ongoing access to Hire SPC Titans *powered by* Handshake and SPC Career Services.

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Employer Policies

The Career Services team at St. Petersburg College maximizes employment and internship opportunities for its students by offering a range of services to facilitate recruitment of prospective candidates, including, but not limited to, job/internship postings, on-campus recruiting, and career fairs. Any recruiting organization or individual utilizing these services must abide by all applicable federal, state, and local employment laws, including Equal Employment Opportunity laws, St. Petersburg College Board of Trustees' rules and regulations, and the [National Association of Colleges and Employers \(NACE\) Principles for Ethical Professional Practice](#).

St. Petersburg College is committed to equal access/equal opportunity in its programs, activities, and employment. For additional information visit www.spcollege.edu/eaeo/

Organizations requesting access to post employment or internship opportunities for SPC students must be licensed to conduct business in the state associated with the position announcements.

Career Services reserves the right to refuse service to organizations or individuals due to any of the following:

- requiring personal information at the time of application, such as bank and social security numbers;
- requiring students to pay fees;
- misrepresentation, whether defined by dishonest information or absence of information;
- fraud;
- harassment of St. Petersburg College students, alumni, or staff;

- breach of confidentiality (student educational records) as required by the [Family Educational Rights and Privacy Act \(FERPA\)](#);
- failure to adhere to SPC Career Services employer guidelines;
- any violation of St. Petersburg College rules and regulations;
- any violation of local, state, or federal laws.

Hire SPC Titans *powered by Handshake*

Hire SPC Titans by Handshake is the web-based portal for publicizing all internship, full-time, part-time, seasonal, and short-term positions and other recruiting activities. All recruiting organizations or individuals are expected to accurately describe their organizations, positions and position requirements when posting their information on Hire SPC Titans or when representing their firms and opportunities at any campus recruiting events. **Postings requiring donations, application fees, or investments or offering items or services for sale cannot be advertised on Hire SPC Titans.**

To be eligible for approval, employer accounts and position postings must be complete.

All employer accounts must include:

- Verifiable contact information with at least one point of contact within the organization
- A clear and complete company description
- An email address that matches the domain of the organization's website
- An active website
- A verifiable physical address

Job Posting Policy

Career Services reserves the right to remove job listings on Hire SPC Titans or decline further service to those employers who do not abide by these guidelines.

- Employers offering paid positions must pay at least the Florida State minimum wage or the applicable local minimum wage if higher (calculated over any time scale such as hourly, weekly, semi-monthly, monthly or annually).
- Commission-based positions must clearly note the compensation arrangement and base salary in the job posting.
- Organizations only offering stipend, unpaid, or volunteer positions must meet the organizational definitions and requirements that allow them to do so legally, and they must clearly state the pay status when posting their opportunities on Hire SPC Titans by Handshake. **Consult your legal counsel regarding any questions.**

Please note that we do not accept the following types of postings:

- Postings with a rate of pay lower than minimum wage (internships may be unpaid or compensated with a stipend to the extent permitted by applicable law).
- "Campus Ambassador" positions, or any positions in which SPC students promote, sell, influence, or market services/products to other SPC students/faculty/staff.

- Postings from private families/individuals. This includes, but is not limited to: personal care assistants, house cleaning, nannies, tutors, and pet care.
- Any franchise, pyramid scheme, "club membership," distributorship or sales representative agency arrangement or other business opportunity which, by way of example, requires an upfront or periodic payment, pays commissions only (no significant salary), requires recruitment of other members, sub-distributors or sub-agents.
- Postings that request donations, application fees, or investments cannot be listed on Hire SPC Titans.

Internships

SPC follows guidelines set by the National Association of Colleges and Employers (NACE) for internships. The [following guidelines](#) define a legitimate internship:

1. An extension of the classroom where knowledge is applied to related work.
2. Skills or knowledge gained must be transferable to other employment settings.
3. Defined beginning and end, and a job description with desired qualifications.
4. Clearly defined learning objectives/goals aligned with the student's academic coursework.
5. Provide professional supervision in the field of the experience.
6. Offer routine feedback by an experienced supervisor.
7. Employ the use of resources, equipment, and facilities that support learning objectives/goals.

Overseeing Internships

All internships, whether paid, unpaid, or for credit, may be submitted for review to be posted. Employers directly post the internships with all relevant information and then those postings are individually approved or declined by Career Services staff.

College Credit Internships

Most students who participate in an internship are simultaneously taking a tuition-funded internship class associated with college credits. When you select the student you wish to hire, it is the student's responsibility to bring the internship to his/her academic department for approval to receive credit from the school. Some students may choose to accept an internship not associated with college credit if they feel it will be a valuable learning experience. You will be responsible for determining whether your organization requires that students be registered in a class associated with the internship.

Please review the [NACE internship statement](#) for more information.

Unpaid Internships

Unpaid internships are possible, but must adhere to [guidelines established by the Department of Labor](#). **Consult your legal counsel regarding any questions.**

Compliance with Laws

You are responsible for ensuring that your organization complies with all applicable federal and state wage and hour requirements and other laws with respect to any positions, whether paid, unpaid, or for credit.

Employer Expectations

The following expectations will assist in maximizing the internship experience for the business and will ensure an efficient and effective process for working with the SPC student.

1. The employer will adhere to the hiring practices of their business including completion of appropriate paperwork and training.
2. The employer will ensure that the intern is aware of all written and unwritten workplace protocol and procedures, rules, standards, and practices.
3. The employer acknowledges students are accountable for work in other courses and will provide a reasonable and flexible work schedule.
4. The employer will identify a company mentor to supervise and develop the intern's work progress.
5. The employer will maintain contact with the SPC Internship Coordinator or faculty member to provide feedback on how the placement is progressing.
6. The employer will notify the SPC Internship Coordinator as soon as possible if a problem develops with the intern's performance, or if the intern resigns or is terminated from the internship.
7. The employer will complete the Employer Evaluation Form upon completion of the internship.
8. The employer shall maintain all required insurance and worker's compensation coverage on the intern. Interns are not covered by St. Petersburg College's insurance policy.
9. The employer shall not discriminate on the basis of race, color, national origin, sex, sexual orientation, gender identity, marital status, religion, genetic information or disability in recruitment, hiring, placement, assignment to work tasks, hours of employment, levels of responsibility, and pay, regardless of the intern's paid or unpaid status.

Third-Party Recruiters

Third party recruiters may utilize Career Services job listing services, participate in on-campus recruiting and attend select career fairs. They will be required to verify in advance whether they are recruiting for their own organizations or for their clients. Third-party firms who are recruiting for positions within their own organizations must clearly differentiate those opportunities from their client engagements. Failure to abide by these third-party requirements will result in loss of access to Career Services.

Third-party recruiters representing client organizations must:

- Verify that they charge no fees of any kind to student or alumni applicants;
- Identify themselves as a third-party recruiter in their employer profile and all client job announcements;
- Provide accurate position descriptions and include specific client names in all jobs posted on Hire SPC Titans;
- Only release candidate information provided to the identified employer in accordance with the [Family Educational Rights and Privacy Act \(FERPA\)](#). Re-disclosure of candidate information to any other parties is not permitted.

Start-ups

SPC Career Services has established these criteria for identifying appropriate entrepreneurial employment opportunities for promotion through its services. Start-ups must have progressed sufficiently in their business development process so that they can:

- Provide a company name, business address, website and email address, and identify a principal as the key contact;

- Verify that they are not seeking potential partners or investors;
- Confirm that they have obtained the necessary business licenses and Tax ID's as well as sufficient funding, including identifying their funding model and investors, if requested;
- Offer positions for pay, not just for equity.
- Provide clearly defined organization and position descriptions in Hire SPC Titans.

Those ventures who cannot meet these guidelines may contact Career Services at a later stage to discuss access to services.

Confidentiality of Student Information

By completing the Hire SPC Titans by Handshake registration form and submitting resumes and other application materials for opportunities posted on Hire SPC Titans, students provide Career Services authorization to release employment materials to those selected prospective employers. Employment professionals must maintain the confidentiality of all student information released to them, regardless of the source, including personal documents, written records/reports, and computer databases. This means that there should be no disclosure of student information to another organization without the prior written consent of the student, unless necessitated by health and/or safety considerations, in accordance with the [Family Educational Rights and Privacy Act \(FERPA\)](#).

Exceptions to Policies and Guidelines

Career Services reserves the right to make exceptions to these policies and guidelines as warranted by special circumstances, i.e., in certain situations deemed to be acceptable and beneficial to our students, Career Services, the College, or recruiters using our services. Such exceptions will be considered on a case-by-case basis. Any exception made does not constitute a change in policy, nor is there a guarantee that this same decision will apply in the future.

Resources

St. Petersburg College

- [SPC EAEO Statement](#)

US Department of Labor

- [Fact Sheet #71: Internship Programs Under FSLA \(PDF\)](#)

US Department of Education

- [Family Educational Rights and Privacy Act \(FERPA\)](#)

Professional

- [National Association of Colleges & Employers \(NACE\) Principles for Ethical Professional Practice](#)
- [NACE Position Statement: Internships](#)