

## Handshake Posting Guidelines for Employers

Thank you for choosing to post your internships, micro-internships, co-ops, apprenticeships, jobs, and volunteer positions at Tompkins Cortland Community College. All organizations and companies that post these opportunities on Handshake must abide by the following laws and practices in order to ensure a legal, ethical, and equitable hiring process:

### Employment Laws & Professional Standards

- Equal Employment Opportunity Commission (EEOC) recruitment and employment laws (<https://www.eeoc.gov/employers>)
- Applicable federal and NY state labor laws
- The Department of Education's Family Educational Rights and Privacy Act (FERPA) (<https://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>)
- The National Association of Colleges and Employers (NACE) Principles for Professional Practice (<http://www.naceweb.org/principles/>) and Professional Standards for University Relations and Recruiting (<https://www.naceweb.org/talent-acquisition/standards-competencies/professional-standards-for-university-relations-recruiting/>)

### Additional Guidelines

- Employers on Handshake must be able to provide their Federal Tax ID Number (EIN) if requested.
- Employer profiles must include a company email address, phone number, and address (no personal emails or phone numbers, no P.O. Boxes or virtual spaces, etc.).
- Because Tompkins Cortland Community College offers associate's degrees, microcredentials, and certificate programs.
  - a. Job postings must require an associate's degree, microcredential, or certificate offered by Tompkins Cortland Community College.
  - b. Job postings that require a bachelor's degree must relate to an academic and/or certificate program at Tompkins Cortland Community College (as TC3 alumni have access to Handshake).
- Internships, apprenticeships, co-ops, etc. must relate to an academic and/or certificate program of Tompkins Cortland Community College.
- Unpaid internships may be posted as long as they meet these [guidelines from the Department of Labor](#). If it is determined that your unpaid internship does not meet these criteria, the posting will be removed from the system. **Tompkins Cortland Community College strongly suggests that interns receive financial compensation.**
- Third-party recruiters must identify themselves as such in their profiles and postings. They must also disclose the company for which they are recruiting to the Director of Workforce Development & Employer Partnerships at Tompkins Cortland Community College.
- Positions we do not post:
  - a. Babysitting, personal assistant, or any other type of unreported employment
  - b. Maintenance, fast food, and other positions that don't require any college education
  - c. Multi-level sales or other fee-based positions that require a financial investment from the candidate
  - d. Post-graduate education programs
  - e. Postings related to the adult entertainment industry, marijuana, or firearms
- *Tompkins Cortland Community College reserves the right to refuse a posting and/or employer account on Handshake if they do not: abide by the above laws and guidelines, have an Employer Trust Score above 85%, leave out critical profile or posting information, or post inaccurate information.*
- *By receiving career-related postings on Handshake, Tompkins Cortland Community College has no responsibility or liability regarding the position or employer.*
- *Please let us know if you have any questions about these guidelines or any other recruiter services through Tompkins Cortland Community College.*