

Employer Eligibility & Recruiting Policy

On-campus Recruiting – Employers requesting to recruit on the WSU Campuses (Winona and Rochester) should first connect with Career Services. Career Services will not vouch for the legitimacy of any recruiter on campus but rather direct employers to the appropriate department on campus. Campus departments will then assume primary responsibility for the legitimacy of the recruiter.

Eligible employers who recruit on Winona State University's campuses must abide by the *Principles of Professional Conduct for Career Services and Employment Professionals* as published by the National Association of College and Employers (NACE). These principles provide a framework for professional relationships among colleges/universities, employing organizations, and candidates. Additionally, all organizations must also conform to the U.S. Equal Employment Opportunity Commission policies regarding Nondiscrimination in Employment and Education Opportunity and all applicable Equal Opportunity Laws.

On-campus visits – Employers have two options to visit campus. They may reserve space in the Kryzsko Commons Student Union or connect with one of the five colleges to explore student connection options including visiting classes, student academic club meetings, and other college programming.

[Learn more about Student Union Rental Space including room sizes, availability, and fees.](#)

Connect with one of our five colleges:

- College of Business
- College of Education
- College of Liberal Arts
- College of Nursing & Health Sciences
- College of Science & Engineering

Career & Internship Fairs – Organizations eligible to attend WSU Career & Internship Fairs must be recruiting for current or future positions where a degree is sought or supports the pursuit of a degree. All employer registrations are final; no refunds are given. If WSU is forced to cancel an event, Career Services may offer a refund.

Handshake Employer User Accounts – Employers are strongly encouraged to create an employer profile and user account in Handshake to promote employment opportunities and virtual events/connections.

Third-party Recruiters – Eligible third-party recruiters must abide by the *Principles of Professional Practice – Third Party Recruiters* as published by the National Association of Colleges and Employers (NACE) and conform to the U.S Equal Employment Opportunity Commission policies regarding Nondiscrimination in Employment and Education Opportunity and all applicable Equal Opportunity Laws.

Note: Winona State University reserves the right to refuse access to campus visits, Handshake, and career & internship fairs due to any of the following: failing to adhere to these policies and principals; violating any local, state, or federal laws; or any other behavior or conduct which, in the discretion of the WSU Career Services, warrants denial of service or access.

Purpose

To protect the employment rights of WSU students and alumni, ensuring equal access to employment opportunities; ensure confidentiality of student information; ensure best hiring practices are being applied during the recruiting process; and establish clear expectations and guidelines to develop professional relationships with employers.

I. Definitions

On-campus Recruiting – allowing employers access at Winona State University to recruit students for internships, advanced degree programs, and part-time and full-time employment through a series of channels including career & internship fairs, rental space, and Handshake user accounts.

WSU career & internship fairs – fairs where WSU is the primary host, most often held on one of the WSU campuses (Rochester or Winona). Examples include College of Science & Engineering Career & Internship Fair, College of Liberal Arts Career & Internship Fair.

Third-party recruiters - Agencies, organizations, or individuals recruiting candidates for temporary, part-time, or full-time employment opportunities other than for their own needs. This includes entities that refer or recruit for profit or not for profit, and it includes agencies that collect student information to be disclosed to employers for purposes of recruitment and employment (i.e. employment agencies, search firms, and contract recruiters).

Employment Agencies—Organizations that list positions for several client organizations and receive payment when a referred candidate is hired. The fee for listing a position is paid either by the firm listing the opening (fee paid) or by the candidate who is hired.

Search Firms—Organizations that contract with clients to find and screen qualified persons to fill specific positions. The fees for this service are paid by the clients.

Contract Recruiter—Organizations that contract with an employer to act as the employer's agent in the recruiting and employment function.

II. Procedures

On-campus Recruiting Procedure 1 – Employer Communication Workflow

On-campus Recruiting Procedure 2 – Graduate Assistant Hiring Workflow

On-campus Procedure 3 – Work-study Hiring Workflow

III. Responsibility

The Director for Career Services or his/her designee assumes the leadership role for the WSU on-campus recruiting and recruiting policies.

IV. Attachments

Principles of Professional Practice – Third Party Recruiters:

<http://www.naceweb.org/principles/#thirdparty>

U.S Equal Employment Opportunity Commission policies regarding Nondiscrimination in Employment and Education Opportunity: <http://www.eeoc.gov/employers/index.cfm>

Handshake Employer User Agreement:

Handshake Employer User Agreement

By selecting “Yes”, I acknowledge that I have read and hereby agree to follow **Winona State University’s Employer Eligibility and Recruiting Policy** and agree to follow the **Principles of Professional Conduct for Career Services and Employment Professionals** as published by the National Association of College and Employers (NACE). I also confirm that my hiring practices adhere to the **U.S Equal Employment Opportunity Commission policies** regarding Nondiscrimination in Employment and Education Opportunity and all applicable Equal Opportunity Laws. These documents are located on the WSU Career Services website: www.winona.edu/career.

I understand that Winona State University reserves the right to refuse access to campus visits, Handshake, and career & internship fairs due to any of the following: failing to adhere to these policies and principals; violating any local, state, or federal laws; or any other behavior or conduct which, in the discretion of the WSU Career Services, warrants denial of service or access.