

# EMPLOYER ACCOUNTS

## Basic Requirements include:

* An email address associated with your employer/organization website domain (no Gmail, Yahoo, Hotmail, etc). Individual contact names and email addresses should match whenever appropriate.
* A functioning website that clearly relates to your employer/organization and contains helpful information about your company for the potential applicant; website should not be in a pre-launch/beta phase nor contain "coming soon" language. Social media websites (Facebook pages, blogs, Twitter feeds, etc.) should not take the place of a company website.
* An employer/organization address that is easily identifiable as a place of business. Addresses should not be a contact's personal residence.

Very limited exceptions apply to these three basic requirements.

# EMPLOYER CHECK STEPS (General)

* Check the address of the employer on Google Maps. It should be a business address and not a home address
* Check the employer’s website url domain on Whois.com. It should not have been created recently.
* Check the employer’s website for professionalism and job postings. What kind of jobs and compensation are they offering? If still unsure, email employer asking for more information about compensation.
* Check for the Employer on LinkedIn and Glassdoor: do they have staff listed? What are the ratings?

# POSITION POSTING REQUESTS

## The following types of positions are not accepted for posting for OSU in Handshake:

* Unpaid, stipend, or commission/quota-based campus marketing internships or part-time positions ([Full campus marketing/promotional position policy](http://careers.osu.edu/posts/documents/promotional-and-sales-internship-posting-guidelines-1.pdf))
* Application processes that ask students to use their social media profiles or release information associated with their social media profiles (i.e. number of followers/friends)
* In-home/private/independent childcare, nanny, or tutoring
* Positions whose payment structure is commission-only (does not apply to full-time career employment)
* Positions or programs that charge a fee for participation
* Employment outside the United States posted by a third-party
* Cannabis related industries and positions
* Postings solely as opportunities to purchase franchises

Very limited exceptions apply to these positing types. Positions may be denied for additional reasons deemed appropriate by career services staff.

# UNPAID INTERNSHIP POSTINGS

Unpaid internships are accepted in Handshake. Prior to approving an unpaid internship, we will ask for acknowledgment that an employer is aware of Fair Labor Standards Act guidelines. If a career services staff member approves an unpaid position posting, this action is not an indication that the employers is in legal compliance. You can find more on the Fair Labor Standards Act on the Department of Labor [website.](https://www.dol.gov/whd/regs/compliance/whdfs71.htm)

# INDIRECT EMPLOYERS

Indirect employers represent situations in which the company whose account a position is tied to in Handshake is not the actual hiring employer. This may include third-party recruiters, placement programs/networks, job boards, etc. The following indirect employment situations represent possible situations that will not be approved for posting (but are not limited to these):

* Training, education, and certification programs that require payment of tuition or fees.
* Job placement programs, networks, job boards, or sources that are candidate fee paid.
* Internships or jobs that charge a fee to apply.
* Internship or employment offerings that are not represented by the actual employer or an employer paid third party agent of that employer that facilitates hiring of a specific identifiable position.
* Services are not available to third party employers that are seeking to recruit candidates for foreign employment.

In general, employers representing situations that require candidates to pay fees, tuition, membership dues, or any other monetary commitments will not be allowed to post positions for OSU on Handshake.

Claims or assurances that the candidate’s monetary investment will be recuperated upon job placement will not be an acceptable justification for exceptions.

# THIRD-PARTY RECRUITERS

Third-party recruiters represent employment situations in which the hired candidate is not to be a direct employee of the company whose account the job is tied to in Handshake. A good clarifying question to ask is if the hired candidate will be on the payroll of the company whose account the job is tied to in Handshake. The Employer and their staff must also be marked as a Third Party Recruiter in the Handshake system. A reminder that Third-Party status is marked by individuals, and not by the company.

Third-party postings must be for single position postings only, with individual clients represented per posting.   
  
If you think an employer is a third-party, but they are not marked as one in Handshake, send the below message through Handshake:  
  
Thank you for requesting access to recruit candidates from The Ohio State University. While reviewing your profile, we noticed that the "Third Party Recruiter" status is set to No. The owner of your employer account needs to make sure all contacts are set to Yes on their profiles for third-party recruiter. Some of your staff and contacts have No. If this status is updated on the profiles and switched to yes, we will reevaluate your request. If you need assistance with it, you may contact Handshake in your Employer Help resources for customer service. If it is not done by ***[[DATE]]*** we will regrettably have to decline your request to post to Ohio State.

# OSU INTERNAL POSTINGS

For internal OSU jobs posted in Handshake, there is a specific naming order required for the OSU employer. It is as follows:

* Please make sure you use this naming order: department/office - College/Unit – Ohio State University
  + Example: Buckeye Careers – Office of Student life – Ohio State University

There is also a specific label for OSU Employers: “OSU: Parent Employer.” Please make sure to label each internal OSU Employer with this label