



University of Dayton
Career Services

All organizations are expected to comply with University of Dayton guidelines and federal, state, and local laws, including but not limited to laws addressing:

- [Equal Employment Opportunity \(EEO\)](#)
- Immigration, including the anti-discrimination provisions of such laws
- [Wages and hours of work](#)

To recruit and engage with University of Dayton students in any manner for part time or full time employment, co-ops, or internships, University of Dayton requires all organizations and/or employers to complete a profile within the Career Services' online employer database, [Handshake](#), and to acknowledge and follow the [National Association of Colleges and Employers \(NACE\) Principles for Professional Practice](#) in the recruiting process.

University of Dayton Career Services reserves the right to deny access to recruiting services at its discretion.

Alcohol

In compliance with University policies, organizations and/or employers should not serve alcoholic beverages at any functions held on campus. The use of alcohol by minors at any point during on-or-off-campus recruiting is prohibited. Any organization violating this policy will no longer be eligible to recruit at University of Dayton.

Cannabis

The University of Dayton adheres to United States federal law regarding marijuana. Organizations and/or employers whose primary business is in the cannabis industry are not permitted to post jobs in Handshake, or otherwise recruit on campus or virtually.

Commission

Organizations and/or employers offering commissions within their compensation structure should clearly state the compensation arrangement for these positions in job postings and thoroughly explain it during recruitment conversations and interviews with students and alumni. The following conditions must also be met:

- Candidates will not be required to pay upfront costs in order to obtain work with the organization.
- Any candidate leaving the organization will not be found to be in debt to the organization for training expenses or for “draw against commission” in lieu of salary in cases where it is alleged that commissions earned failed to cover the amount of the draw.

Inclement Weather Operation Plan

In cases of inclement weather, on-campus recruiting activities will proceed as planned unless the university is closed. Please visit <https://udayton.edu/> for daily updates about the university's operating status.

Job Postings

Job postings in Handshake that exhibit one or more of the following criteria will be declined upon receipt:

1. The posting is not for a specific position within a single organization.
2. A fee for application, training, participation, or other services rendered is required.
3. The employer is a private individual with an unestablished business and no employment or work-for-hire contract.
4. The position is based in home offices or private residences.
5. The position's compensation is 100% commission based.
6. The posting does not comply with federal, state, and local laws.

Third Party Recruiters (Employment Agencies, Temporary Agencies, Search Firms, Staffing Agencies, Executive Recruiters)

The University of Dayton provides campus access to third party recruiting and staffing agencies on a limited basis through the Handshake system. In order to post open positions on Handshake, the agency must comply with the following conditions.

1. The posting is for a specific position within a single organization.
2. The name of the employing organization and the agency's status as a third party must be included in the job posting.
3. Disclosure of any applicant information will not occur without obtaining prior written consent from the applicant. Under no circumstances can applicant information be used for purposes outside of the original recruitment purposes or sold to other entities.
4. No fees are charged to the candidate for applications or other services rendered.
5. Upon request, third party agencies will release information to University of Dayton Career Services to verify the legitimacy of open positions.

Third party recruiting agencies recruiting on behalf of clients are ineligible for all other campus recruiting activities. Third party recruiting agencies are eligible for campus career fairs if hiring for roles internal to their own organization only.

Unpaid Internships

We expect and require that all job postings be compliant with federal employment laws, as specified by the United States Department of Labor guidelines for internships under the Fair Labor Standards Act. Organizations and/or employers are reminded that the student should be the primary beneficiary of the experience, and the internship should provide training similar to that which would be given in an educational environment.