



JOB & INTERNSHIP POSTINGS POLICY

GW career services has developed the following policies and guidelines to ensure that the recruiting process is fair and straightforward for both employers and students. Policies are consistent with the National Association of Colleges and Employers (NACE) "[Principles for Professional Conduct for Career Services & Employment Professionals](#)."

Eligibility to Recruit

Employers who are hiring candidates for bona fide positions or bona fide internships may request to participate in the on-campus interviewing program in career & internship fairs at GW.

A bona fide position is defined as a professional position that is salaried and does not require a candidate to pay a fee for training, equipment, application procedures, or other job-related expenses. This does not apply to federal and state licensing requirements such as real estate, securities, etc.

A bona fide internship is one in which a student works on a project of importance to the organization, receives timely instruction and feedback from a supervisor, and has a mentor-like relationship with someone in the organization who can teach him/her about the organization and the industry as a whole. The student should not be required to pay a fee.

GW career services reserves the right to refuse service to any employer if a review of the specific opportunity or nature/status of the company suggests that it is inappropriate for our service population; if students are injured or exposed to unsafe working conditions; if the employer discriminates; or if GW career services receives student complaints about discrimination, harassment, threats, unsafe working conditions, or any other questionable circumstance.

Job Postings

Employment professionals will only post opportunities that require college-educated candidates, in a manner that includes the following:

- a. All postings should adhere to [Equal Employment Opportunity](#) compliance standards;
- b. Job postings should be suitable and appropriate for GW students and alumni;
- c. All job postings should adhere to [Department of Justice Best Practices for Online Job Postings](#) to ensure that your organization is in compliance with the law with regard to work authorization when recruiting at GW.
- d. Internship postings should meet the U.S. Department of Labor definition and criteria for internships. (See U.S. Department of Labor Wage and Hour Division [guidelines](#).)

Eligible jobs, for which you may recruit through GW career services consist of professional duties and salaries or hourly wages. GW career services does not support full commission-based positions; positions that are based in home offices or private residences, and/or personal service positions such as—but not limited to—childcare, yard work, nanny, caretaker, tutor, pet care, etc.

GW career services uses post-graduation outcome data to understand students' career needs and positions likely of interest to GW students and alumni. Therefore, we reserve the right to decline employers and job postings determined inappropriate with our student population.

GW career services reviews all employer registrations and position descriptions and reserves the right to make a determination of the appropriateness of the positions being offered for the population it serves.

For the protection of our students, we maintain the right to edit or delete any job postings and decline employer accounts for any organization:

- whose goals and practices are determined to be inconsistent with the ideals, principles, and practices of the University;
- about whom we received complaints from students;

- who do not provide all the required information for employer profiles and/or position postings;
- who require financial investment on the part of our students/alumni or may involve unreasonable risks;
- who are not in compliance with the [NACE Principles for Employment Professionals](#).

Unpaid Internships

GW career services does not play a role in determining whether an internship qualifies for academic credit; neither do you as the employer. If a GW student wishes to earn academic credit for an internship, the student must consult his/her dean's office.

Your role, if any, would be to assist the student by providing any information requested by the dean's office so that a determination can be made about what kind of academic credit might apply.

Keep in mind that when students earn academic credit, in an experiential setting such as at an internship, tuition must be paid to the University in exchange for that credit. A student's individual course load and financial profile may determine whether or not he or she seeks credit for an internship.

Therefore, we strongly encourage you to provide competitive hourly wages or stipends to help students defray the ever-increasing costs of living and tuition.

If you are offering unpaid internships, we expect you to comply with the [six federal guidelines](#), particularly as it relates to internships.

Information Sessions

Organizations that participate in on-campus recruitment activities or that have a position listed in Handshake are eligible to request information sessions at GW. Open, public, "high traffic" areas are not approved locations for information sessions.

All information sessions must be requested by and affiliated with a registered employer contact in Handshake. A contact can register in Handshake by providing a valid company name, email address, phone number, website, and mailing address.

Third-Party Recruiters

Third-party recruiters – including agencies, organizations or individuals recruiting candidates for employment opportunities other than for their own needs - will disclose information as follows:

- a. Disclose to students the name(s) of the client(s) that the recruiter is representing and to whom the students' credentials will be disclosed.
- b. When deemed necessary, will disclose information upon request to the career services that would enable verification that it is recruiting for a bona fide job opportunity.

Non-Discrimination

GW does not unlawfully discriminate against any person on any basis prohibited by federal law, the District of Columbia Human Rights Act, or other applicable law, including without limitation, race, color, religion, sex, national origin, age disability, veteran status, sexual orientation, or gender identity or expression. Employers must comply with the University's Equal Employment Opportunity (EEO) guidelines. It is irresponsible, unprofessional, and unethical for GW career services staff to make referrals of specific students to employers.

Confidentiality

Employment professionals will maintain the confidentiality of student information, regardless of the source, including personal knowledge, written records and reports, and computer databases. There will be no disclosure of student information to another organization without the prior written consent of the student, unless necessitated by health or safety considerations, in accordance with the [Family Educational Rights and Privacy Act](#).

Alcohol

GW career services adheres to the [NACE policy](#) that states serving alcohol should not be a part of the recruitment process. Therefore, all recruiting activity, regardless of its location, should be alcohol-free. If a person, company, or organization chooses to provide or serve alcohol in violation of this policy, the person, company, or organization assumes complete liability and agrees to indemnify GW career services and GW, including its trustees, and employees, for any damage or injuries sustained to persons or property as a result of or arising out of a violation of this policy. In addition, GW career services reserves the right to revoke the recruiting privileges of any person, company, or organization who violates this policy.

