

## **Campus Recruiting Policies and Procedures**

The Kevin S. and Sandra E. Delbridge

5. No services will be provided to any employer requiring upfront payment of any kind or the purchase of products or work equipment/tools (with the possible exception of safety equipment such as steel-toed boots).
6. Employers seeking to host interns must complete the Site Internship Registration form and Handshake registration prior to receiving any service. Career Center employers are expected to abide by the policies outlined in this form.
7. In the event that an intern experiences any harassment or actual or potential harm at the workplace, situation that is satisfactory to the Career Center.
8. The Career Center does not recommend or select candidates for employers.
9. Your account as an employer provides you a limited, terminable right to access and use our Handshake platform only for your internal business use to seek candidates for employment and scheduling interviews.

