



## Employer Guidelines

CSU Channel Islands (CSUCI) Career Development & Alumni Engagement (CDAE) serves employers that offer full-time, part-time, internship, or on-campus positions to enrolled students and/or CSUCI alumni.

We reserve the right to refuse service to employers at the discretion of the CDAE staff due to any objectionable activities, including, but not limited to: requiring at the time of application personal information such as bank and social security number; misrepresentation by dishonest information or absence of information; student complaints; fraud; failure to adhere to CDAE procedures or any violation of California State University, local, state, or federal laws.

### Non-Discrimination Policy

CSUCI is committed to serving the diverse educational needs of the people of the State of California and the world's diverse population. CSUCI strives to maintain inclusive educational and work environments that value diversity and foster mutual respect. As established under California State University Executive Orders 1096 and 1097, it is CSU policy to provide equal opportunity for all persons regardless of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, and military and veteran status in its programs and activities. CSUCI provides equal accommodations, advantages, facilities, privileges and services for all members of the campus community, as well as third parties, in its programs and activities. Insofar as employees are concerned, the CSU non-discrimination policy extends to all employment practices, including recruitment, selection, hiring, promotion, training, compensation, benefits, transfer, separation, and other terms, conditions, or privileges of employment. Further, the CSU prohibits harassment of any kind, including sexual harassment and sexual violence, dating violence, domestic violence, and stalking, as well as retaliation against individuals who oppose behavior they reasonably believe constitute discrimination or harassment, who participate in an investigation of such alleged behavior, or who report/assist with making a report of such alleged behavior to the University. Such behavior violates both law and University policy. Additionally, the CSU provides reasonable accommodation to qualified persons with disabilities unless doing so would impose an undue hardship.

### Procedures:

- I. **CSUCI Career Development & Alumni Engagement will provide services, career fair participation, and recruiting opportunities to organizations/companies/employers provided they:**
  - a. Offer full-time, part-time, internship, and/or on-campus positions to enrolled CSUCI students and/or alumni.
  - b. Adhere to the employment guidelines as designated by the [U.S. Department of Labor](#), the [Americans with Disabilities Act](#), [EEOC guidelines](#), [NACE Principles for Professional Conduct](#), and local, state, and federal laws.
  - c. In accordance with the [Family Educational Rights and Privacy Act](#), ensure that candidate information provided to employers is released only to the identified employer. Re-disclosure of candidate information is not permitted.
  - d. Maintain an open and free selection of employment opportunities.
  - e. Avoid serving or offering alcohol to candidates at recruiting events.

- f. Do not offer opportunities involved in unauthorized solicitation, posting of materials, or sale of products and services.
- g. Do not require any type of payment or investment - with the organization itself serving as an umbrella or parent corporation. Investments of this type may include, but are not limited to: requirement to attend unpaid orientation or training sessions; direct payment of a fixed fee; direct payment to be placed into a job or internship, requirement to pay an application fee, payment to attend orientation or training sessions; and/or purchase or rent of a starter kit, sales kit, samples, or presentation supplies.
- h. Are willing to provide written documentation of registration with a Better Business Bureau, if requested.
- i. Are not using our services to recruit:
  - i. Volunteers
    - I. Connect with our Student Organizations through online communication system CI Sync. For more information on how to connect with our Student Organizations, contact: [involvement@csuci.edu](mailto:involvement@csuci.edu) or 805-437-3356.
  - ii. Teach English Abroad positions
    - I. For additional information on recruiting opportunities, please contact our Study Abroad Office at 805-437-3926 or [international@csuci.edu](mailto:international@csuci.edu).
  - iii. Domestic Positions (e.g., nanny, tutoring, yard work).
    - I. These positions will not be posted on Handshake but can be posted on our physical job board. For more information, please contact: [career.services@csuci.edu](mailto:career.services@csuci.edu).
- j. Use an email address that matches the company's website and are not using public domain email addresses (e.g., email@gmail.com, email@yahoo.com).

**2. When posting any type of position on Handshake, employers must adhere to the above and must:**

- a. Accurately describe the responsibilities and requirements of all posted positions.
- b. Provide essential information concerning the nature of the position or compensation, including, but not limited to: commission only, job responsibilities, salary, applicant requirements.
- c. List in the position description if a position is commission only and clearly publicize this in the "Salary Level" fields.
- d. Pay at least the [California State minimum wage](#) (calculated over any time scale such as hourly, weekly, semi-monthly, monthly or annually).
- e. Unpaid internships must adhere to the guidelines as designated by the U.S. Department of Labor

**3. Third party employers (employment agencies and search firms) must adhere to the above and also must:**

- a. Identify themselves as a third party and state so at the top of all job postings (e.g., "We are a third party recruiter seeking candidates on behalf of our client").
- b. Identify, should it be requested, information regarding the nature of the relationship between the agency and the employer and permit CLD to verify this information by contacting the employer being represented. However, they do not need to reveal the identity of the specific employer being represented in the job postings.
- c. Provide a position description for valid openings.

**4. Career & Internship Fair Recruiting**

- a. At our career and internship fairs, any employers offering paid employment opportunities or

paid internship opportunities are eligible to participate. Using our employment fairs for the following is not permitted:

- i. Home-based business/direct sales/franchise or distributorship opportunities
- ii. Sale of merchandise, services or products
- iii. Polling or surveying of students
- iv. Fundraising or petition drives
- v. Educational programs recruiting prospective students
- vi. Positions that require an applicant to share any personal information (e.g., gender, physical appearance, marital status, age, etc.)

**5. Employers recruiting interns must adhere to the above and must:**

- a. Abide by the criteria for an experience to be defined as an internship, set forth by the [National Association of Colleges and Employers Position Statement on U.S. Internships](#).
- b. Clearly demonstrate that the position is primarily for the educational and career training benefit of the student and does not involve more than 20% clerical work. There must be supervision by professional staff, ongoing training, and feedback.
- c. Not guarantee compensation contingent on trial or training period, and/or guarantee employment to potential interns.
- d. Offer qualifying compensation for the internship. Interns should be paid at least minimum wage. **Organizations offering unpaid, stipend, and/or internships that require credit must:** abide by the [Department of Labor's Fair Labor Standards Act Internship Fact Sheet #71](#)

Six criteria proving that an employee relationship does not exist:

- i. The internship, even though it includes actual operation of the facilities of the employer, is similar to training which would be given in an educational environment;
- ii. The internship experience is for the benefit of the intern;
- iii. The intern does not displace regular employees, but works under close supervision of existing staff;
- iv. The employer that provides the training derives no immediate advantage from the activities of the intern; and on occasion its operations may actually be impeded;
- v. The intern is not necessarily entitled to a job at the conclusion of the internship;
- vi. The employer and the intern understand that the intern is not entitled to wages for the time spent in the internships.

**6. When posting any type of position and when communicating with CSUCI students, employer communications may not contain:**

- a. Anything that is illegal, obscene, defamatory, threatening, or abusive.
- b. Requests to provide social media usernames, account names, or passwords to access social media accounts.
- c. False, inaccurate, or misleading information.
- d. Advertisements or solicitations of business.
- e. Chain letters or pyramid schemes.

**7. Marijuana and Cannabis Industry**

- a. CSUCI will not accept companies or positions involved with the use, production, testing, or distribution of recreational or medical marijuana. As the use of marijuana is illegal at the federal level and CSUCI receives federal funds, we must comply with federal law. In addition, the use of marijuana violates the Drug-Free Schools and Communities Act and continues to be banned on campus.

## 8. Grievance:

- a. California State University Channel Islands does not discriminate in the educational programs or activities it conducts on the basis of race, ethnicity, color, nationality, gender, gender identity, gender expression, age, marital status, religion, mental or physical disability, genetic information, sex, sexual orientation, pregnancy, medical condition, or special disabled veteran status, Vietnam-era veteran status or other covered veteran status.
- b. The following office has been designated to handle inquiries regarding the non-discrimination policies:

### **Title IX & Inclusion Office**

Phone: 805-437-2077

Email: [titleix@csuci.edu](mailto:titleix@csuci.edu)

Location: Lindero Hall

## **Job Offer Policies**

CDAE strives to support employers with their recruiting efforts and assist our students in making informed career decisions. Thus, we expect that all employers abide by the following offer policy which allows student sufficient time to carefully consider employment options and act in accordance with the [National Association of Colleges and Employers \(NACE\) Principles of Professional Conduct](#).

## **Timing for Offers and Decisions**

Students need time to make informed decisions when comparing and responding to offers. To facilitate this process, please provide candidates with 1-2 weeks to make their decision.

## **Full Disclosure**

All offer letters should include the job title, responsibilities, reporting structure, start date, salary, and information regarding benefits.

## **Rescinding Employment Offers**

We strongly encourage employers to consider every alternative before revoking an offer of employment. NACE recommends that employers who must revoke a commitment demonstrate they have done everything possible to avoid rescinding offers, and to then consider alternatives. Before rescinding an offer, please notify our office to explore alternatives and share relevant circumstances.

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