

## Employer Eligibility & Recruiting Policy

**On-campus & Virtual Recruiting** – Employers requesting to recruit on the WSU Campuses (Winona and Rochester) shall first obtain approval from Career Services. Career Services will not vouch for the legitimacy of any recruiter on campus that does not first connect with their office. Campus departments approached by employers have been directed to refer recruiters to Career Services.

All visiting recruiters must abide by the [Principles of Professional Conduct for Career Services and Employment Professionals](#) as published by the National Association of College and Employers (NACE). These principles provide a framework for professional relationships among colleges/universities, employing organizations, and candidates. Additionally, all organizations must also conform to the [U.S. Equal Employment Opportunity Commission policies regarding Nondiscrimination in Employment and Education Opportunity](#) and all applicable Equal Opportunity Laws.

- **Tabling** – Each employer may reserve a table for a fee in the Kryzsko Commons Student Union to promote their company and open positions. Requests for table reservations should be made by contacting the Student Union at [studentunion@winona.edu](mailto:studentunion@winona.edu).
- **Meet & Greet Information Sessions** – Each employer may reserve a room for a fee in the Kryzsko Commons Student Union to promote their company and open positions. Employers are welcome to schedule virtual information sessions at no cost through Handshake. Requests for room reservations should be made by contact the Student Union at [studentunion@winona.edu](mailto:studentunion@winona.edu).
- **On-campus interviews** – Each employer is invited to schedule interviews through WSU’s Handshake system. There are two rooms available in the Warrior Success Center (Maxwell 314) for employers to reserve for in-person interviews at no cost during the academic year.
- **WSU Career & Job Fairs** – Organizations recruiting for current or future positions where a degree is sought or supports the pursuit of a degree are encouraged to consider attending one of our job fairs. Employers who participate in on-campus job fairs and intend on hiring students currently taking classes at WSU will make an effort to accommodate student class schedules. All employer registrations are final; no refunds are given. In the event that WSU is forced to cancel an event, Career Services may offer a refund.
- **Handshake Employer User Accounts** – Employers who create a user account must agree to the Handshake Employer User Agreement before receiving access to the Handshake system.
- **Partnership Programs** – WSU Career Services does offer a series of educational programs for students. Employers may participate in these programs via invitation. Programs include networking and mock interview events.

**Third-party Recruiters** – Eligible third-party recruiters who wish to recruit on the WSU campuses must abide by the [Principles of Professional Practice – Third Party Recruiters](#) as published by the National Association of Colleges and Employers (NACE) and conform to the U.S Equal Employment Opportunity Commission policies regarding Nondiscrimination in Employment and Education Opportunity and all applicable Equal Opportunity Laws.

*Note: Winona State University reserves the right to refuse employers access to recruit on university grounds due to any of the following: failing to adhere to these policies and principals; violating any local, state or federal laws; or any other behavior or conduct which, in the discretion of the WSU Career Services, warrants denial of service or access.*

*I. Purpose*

To protect the employment rights of WSU students and alumni, ensuring equal access to employment opportunities; ensure confidentiality of student information; ensure best hiring practices are being applied during the recruiting process; and establish clear expectations and guidelines in order to develop professional relationships with employers.

*II. Definitions*

**On-campus & virtual recruiting** – access at Winona State University to recruit students and recent graduates for internships, advanced degree programs, and part-time and full-time employment through a series of channels including career & job fairs, on-campus interviews, tabling, Meet & Greet information sessions, and Handshake user accounts.

**WSU career and job fairs** – fairs where WSU is the primary host, most often held on one of the WSU campuses (Rochester or Winona). Examples: Warrior Jobs Expo and Part-time Job Fair.

**Third-party recruiters** - Agencies, organizations, or individuals recruiting candidates for temporary, part-time, or full-time employment opportunities other than for their own needs. This includes entities that refer or recruit for profit or not for profit, and it includes agencies that collect student information to be disclosed to employers for purposes of recruitment and employment (i.e. employment agencies, search firms, and contract recruiters).

**Employment Agencies**—Organizations that list positions for a number of client organizations and receive payment when a referred candidate is hired. The fee for listing a position is paid either by the firm listing the opening (fee paid) or by the candidate who is hired.

**Search Firms**—Organizations that contract with clients to find and screen qualified persons to fill specific positions. The fees for this service are paid by the clients.

**Contract Recruiter**—Organizations that contract with an employer to act as the employer's agent in the recruiting and employment function.