



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:

- [Equal Employment Opportunity \(EEO\)](#)
- [Anti-discrimination provision of the Immigration and Nationality Act \(INA\)](#)
- [Fair Labor Standards Act](#)

To recruit and engage with University of Dayton students in any manner, University of Dayton requires all 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.

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. Require a fee for application, training, participation, or other services rendered.
3. The employer is a private individual with an unestablished business and no employment or work-for-hire contract.
4. Positions based in home offices or private residences.
5. Compensation is 100% commission based.
6. 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.

Commission Based Employers

Employers offering commission-based employment should clearly state the compensation arrangement for these positions in job postings and thoroughly explain in recruitment conversations and interviews with students and alumni. Positions that are 100% commission based are not eligible for posting through our job posting system or campus recruiting.

Unpaid Internships

All unpaid internships must comply with The Fair Labor Standards Act. More information from the Department of Labor can be found at <https://www.dol.gov/agencies/whd/fact-sheets/71-flsa-internships>.

Resume Access

Organizations that utilize the Public Resume function in Handshake for any reason other than legitimate recruitment will be blocked from further use of the Handshake system.

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.