



## Lewis & Clark College Handshake Guidelines

Lewis & Clark's (L&C) Career Center provides the [Handshake](#) job and internship posting site as a service to Lewis & Clark students and alumni as well as employers seeking to hire L&C students and alumni for job or internship positions. The following guidelines have been developed to further mutually beneficial relationships for employers and for L&C students and alumni. If you have any questions regarding these guidelines, please contact the Career Center at 503.768.7114 or [hire@lclark.edu](mailto:hire@lclark.edu).

## Recruitment Policies & Procedures

The Career Center will assist you in any way we can to connect your organization with the best candidates. The Career Center operates under the ethical standards for professional conduct set forth by the [National Association of Colleges and Employers \(NACE\)](#). All employers and third-party recruiting organizations that recruit Lewis & Clark College students and recent alumni are expected to follow the [NACE Principles for Professional Practice](#). Any organizations that violate these principles and/or guidelines to follow may have their recruiting privileges revoked.

The Career Center works to curate L&C's Handshake so that employers and students/recent alumni are best positioned for entry-level career recruitment (e.g. 0-3 years of experience required). In order to ensure best use of the Handshake system, positions will not be approved if the position:

- Does not align well with L&C's offered [undergraduate fields of study](#) and/or skills developed in these fields of study;
- Requires more than three years of experience as a minimum qualification;
- Requires the submission of sensitive, personal information that could be tied to protected class category;
- Requires an upfront investment to perform the work (e.g. purchasing of equipment, supplies, materials);
- Is a part-time position without a career-development focus;
- Is an unpaid volunteer position;
- Provides care for an individual in a private residence, employed by a private citizen (e.g.: not a business organization).

All decisions regarding services provided via L&C's Handshake account are made at the sole discretion of Lewis & Clark's Career Center.

## Eligibility criteria for approval in Handshake

To be eligible for approval employer accounts and postings must meet requirements that include, but are not limited to, the following:

- Account profiles must have verifiable, non-residential contact information, including address and non-personal email address.
- Employers must be in good standing with Lewis & Clark Career Center. Complaints received by the Career Center at any time regarding unethical work practices or treatment of students and/or alumni by an employer may result in discontinuation of access.
- Postings must be relevant to programs of study offered by Lewis & Clark undergraduate campus and appropriate for the skills of current students or recent graduates, as determined by the Career Center.
- Postings must contain outlined job descriptions and expectations.
- Specific compensation information is strongly recommended.
- Internship postings must recognize the granting of academic credit is solely the authority of Lewis & Clark faculty members and must be arranged by the student.

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## Prohibited Postings

The Career Center reserves the right to prohibit the posting of any position in our recruiting system. Employers and third-party recruiting agencies that recruit students and alumni for any of the following types of positions will not be provided with services.

- All positions where students would be providing care for private individuals in a private residence.
- Part-time positions that do not assist students in gaining skills applicable to a post-graduate career.
- All positions from employers and third-party recruiting organizations that require students and alumni to pay a fee prior to employment.
- All positions with organizations that provide financial incentives to staff who recruit new hires for the organization and/or for which the recruiting staff member receives a portion of the new hire's commission.

For additional assistance in posting part-time positions that do fit Lewis & Clark's Handshake criteria, please refer to [job posting sites for part-time jobs](#).

## Equal Opportunity Statement

Any company, organization, or individual posting on Lewis & Clark's Handshake is subject to the federal requirements for equal opportunity employers and all applicable state and federal laws, and is therefore required to give equal consideration to applicants without regard to race, color, religion, national origin, sex, marital status, sexual orientation, veteran status, disability, or other protected classifications.

## Disclaimer

Listing of job postings on Handshake should not be deemed as a representation by Lewis & Clark of an employer's fitness or credentials. Lewis & Clark expressly disclaims any liability which results from any applicant's response to any job or internship posted on Lewis & Clark's Handshake. Lewis & Clark's Career Center reserves the right to make changes to or deny access to the online job board at its sole discretion.

## If you have questions about Lewis & Clark's Handshake employer guidelines, please contact:

Amanda Wheaton, Employer Relations Coordinator  
wheaton@lclark.edu | 503.768.7323

Rocky Campbell, Director  
rocky@lclark.edu | 503.768.7114

## Resources

[Lewis & Clark Handshake](#)

[Posting an Opportunity in Lewis & Clark's Handshake](#)

[National Association of Colleges & Employers \(NACE\) Principles for Professional Practice](#)

[Equal Employment Opportunity Commission](#)

[Department of Labor Fact Sheet #71: Internship Programs Under FLSA](#)

[US Department of Justice's Best Practices for Online Job Postings](#)

[Part-time Job Posting Resources](#)