

## **2017-2018 Recruiting Guide**

The W. Scott Amey Career Services looks forward to creating talent pipeline relationships between your organization and our partners. Within this recruiting guide you will find helpful information about GW recruiting programs, policies, and procedures.

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## Handshake

Handshake is a one-stop online career management platform where employers can post open positions, register for career events, and request interview schedules. More than 400 universities nationwide use the Handshake platform bring students and employers together. This online system gives employers the ability to manage and edit job postings when it is convenient for them and allows job seekers constant access to postings. In Handshake, employers can post several different types of job including: full-time, part-time, internship, Federal Work Study, and temporary or seasonal positions. Handshake is a free service that enables employers to reach over tens of thousands of GW students and alumni, and to post open positions through their employer account. Whether you are a new or a repeat user, you can access Handshake here: <https://gwu.joinhandshake.com/login>. By accessing Handshake, you are agreeing to abide by the policies outlined in the Terms of Use document:

### For First-Time Users:

- Please go to <https://gwu.joinhandshake.com/register>
- Select “Employer”
- After registering for an account, your account information will be processed and reviewed by The George Washington University, and you will receive email confirmation of your approval; after this, any jobs affiliated with the account will also be and become visible to job seekers.
- To expedite the approval process, please include the following when applicable:
  - Your work email address (ie: yourname@company.com)
  - Company website
  - The physical address where your business where your business takes place

### For Repeat Users:

- Please go to <https://gwu.joinhandshake.com/login>
- Your username will always be the complete e-mail address you entered when you registered.
  - Forgot your password? Go to the login page, enter your user name, and click the “can’t access your account” hyperlink. Select your account type and fill out the captcha; the system will then e-mail you instructions to reset your password.

## University-wide Employer Engagement

### GW Career Fairs

The main Center for Career Services at GWU hosts a major fair each semester: Fall Career & Internship Fair, and Spring Career & Internship Fair. At these events,

company representatives will have the opportunity to meet with hundreds of students looking for internships and jobs. Employers register through Handshake and can customize position listings to reflect available openings and the required qualifications. Students and alumni can review these listings in Handshake before attending the events.

<https://careerservices.gwu.edu/programs-events-0>

### **GW Career Expos**

The Center for Career Services hosts various career expos during the fall and spring semester. While the format of the expos may vary, they provide an opportunity for employers and students to connect through panel discussions, roundtable discussions, networking, and/or small-scale career fairs. Employers can log into their Handshake profile to learn more or RSVP to upcoming fairs or expos.

<https://careerservices.gwu.edu/programs-events-0>

### **Employer Engagements at SEAS**

#### **Recruiter Meet and Greets**

The W. Scott Amey Career Services Center is able to provide space for visiting employers to meet and network with students in the Science and Engineering Hall. These meet and greets typically consist of a tabling area for employers and are available year round. The duration of the meet and greet is under the discretion of the employer, however they usually last 1-3 hours. These events will generally take place in either the main lobby of the Science and Engineering Hall or in the Green Area of SEH B1. To schedule an event of this type, please email Chalvonna Smith at [chalvonnasmith@gwu.edu](mailto:chalvonnasmith@gwu.edu).

#### **Employer in Residence**

SEAS Career Services is also able to provide space for employers to provide insight to students about their company or field. These meetings are typically one-on-one meetings, however accommodations can be made for broader information sessions or tabling events. These sessions allow students to meet and network with representatives and prepare their applications to be company-specific. For example, government employers may wish to host resume reviews with students to assist them in writing a government resume. To schedule an Employer in Residence event, please contact Chalvonna Smith at [chalvonnasmith@gwu.edu](mailto:chalvonnasmith@gwu.edu).

### **Information Sessions at the Science and Engineering Halls**

The W. Scott Amey Career Services Center can coordinate space for employers who wish to host information sessions in the Science and Engineering Hall during the fall and spring semesters to educate students about their company/organization. Employers are encouraged to choose or create a format for their information session that works best for them depending on the goals and capability of their organization. Possible formats are listed below. Please email Chalvonna Smith at [chalvonnasmith@gwu.edu](mailto:chalvonnasmith@gwu.edu) to discuss these options and to schedule your event. <https://careers.seas.gwu.edu/employers/>

#### *Potential Information Session Formats*

- Informative Presentation: This opportunity requires one or two employer representatives to present company information to a student audience. Many companies use visual presentations to enhance their information session. We encourage employers to provide a general Q&A segment for 15-20 minutes at the end of the presentation.
- Tech Talk: Engage students through a discussion about a hot-tech-topic in your industry or organization. These events can get students excited about innovation and development opportunities. Many companies use visual presentations to enhance their tech talk. We encourage employers to provide a general Q&A segment for 15-20 minutes at the end of the presentation.
- Networking Reception: Engage students one on one while providing information about your company. This venue allows a more personalized interaction and connection between employer and student. We recommend having several representatives from your company participate in this format. We can provide you with catering information if you wish to provide refreshments for your reception, however this will not be funded by us.
- Panel: A panel of professionals will share more personalized accounts of various career paths as well as share their own perspectives and insights about being employed within your company. We suggest sending three or four individuals from your company from different functional areas of the organization who can speak about a variety of topics.
- Round Table Discussions: Representatives from your organization will engage in career oriented discussions with students. Suggested topics include internships and job opportunities, career paths within the organization, what GW alumni have accomplished there, and advice on applying for and obtaining employment. Students will generally have about 15-20 minutes for each topic before rotating to another table discussion.

#### **Teach a Career Development Workshop**

Employers may also wish to teach a career development workshop, the size of which will be at the discretion of the employer. Workshops can be catered to undergraduate students, graduate students, or both; employers may also decide to make the workshop field-specific. To schedule an event of this type, please contact Chelvonna Smith at [chelvonnasmith@gwu.edu](mailto:chelvonnasmith@gwu.edu).

### **Eligibility to Recruit Policies**

- Employers who are hiring candidates for bona fide positions or bona fide internships may participate in the On Campus Interviewing (OCI) program and in career & internship fairs at GW.
- A bona fide position is defined as a professional position that is salaried and does not require a candidate to pay a fee for training, equipment, application procedures or other job-related expenses. This does not apply to federal and state licensing requirements such as real estate, securities, etc.
- A bona fide internship is one in which a student works on a project of importance to the organization, receives timely instruction and feedback from a supervisor, and has a mentor-like relationship with someone in the organization who can teach him/her about the organization and the industry as a whole. The student should not be required to pay a fee.
- For the most up-to-date information on this topic, see:  
<https://careerservices.gwu.edu/sites/careerservices.gwu.edu/files/downloads/GENERAL%20RECRUITING%20POLICIES.pdf>

### **Unpaid Internships**

The U.S. Department of Labor has established guidelines for unpaid internships. There are some circumstances under which individuals who participate in “for-profit” private sector internships or training programs may do so without compensation. The Supreme Court has held that the term “suffer or permit to work” cannot be interpreted so as to make a person whose work serves only his or her own interest an employee of another who provides aid or instruction. This may apply to interns who receive training for their own educational benefit if the training meets certain criteria. The determination of whether an internship or training program meets this exclusion depends upon all of the facts and circumstances of each such program.

The following six criteria must be applied when making this determination:

1. 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;

2. The internship experience is for the benefit of the intern;
3. The intern does not displace regular employees, but works under close supervision of existing staff;
4. 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;
5. The intern is not necessarily entitled to a job at the conclusion of the internship; and
6. The employer and the intern understand that the intern is not entitled to wages for the time spent in the internship.

If all of the factors listed above are met, an employment relationship does not exist under the FLSA, and the Act's minimum wage and overtime provisions do not apply to the intern. This exclusion from the definition of employment is necessarily quite narrow because the FLSA's definition of "employ" is very broad. Some of the most commonly discussed factors for "for-profit" private sector internship programs are considered below.

For the most up-to-date information on this topic, see:

<https://www.dol.gov/whd/regs/compliance/whdfs71.htm>

### **Third Party Agencies and Temporary Agencies**

Third-party recruiters, including agencies, organizations or individuals recruiting candidates for employment opportunities other than for their own needs, will disclose information as follows:

- Disclose to students the name(s) of the client(s) that the recruiter is representing and to whom the students' credentials will be disclosed.
- When deemed necessary, will disclose information upon request to the Center for Career Services that would enable verification that it is recruiting for a bona fide job opportunity.

For the most up-to-date information on this topic, see:

<https://careerservices.gwu.edu/recruiting-policies-guidelines>

### **On-Campus Interviewing (OCI)**

The Center for Career Services can assist with your hiring needs through the On-Campus Interviewing (OCI) Program. OCI allows you to conduct multiple interviews with GW students on our main Foggy Bottom campus for your full-time and paid internship positions. Log into Handshake to schedule a date for on-campus interviews,

post positions and preselect candidates to interview. Be sure to review recruiting policies and guidelines before you start to recruit on campus.

### *OCI Schedule Cancellations*

To formally cancel an OCI schedule, an employer must contact Chelvonna Smith at [chelvonnasmith@gwu.edu](mailto:chelvonnasmith@gwu.edu). We encourage early cancellations so that applicants may be notified and other organizations may schedule to recruit on this date instead.

### *OCI Offers of Employment*

To ensure students have the opportunity to make well-informed, thoughtful decisions regarding job opportunities, the GW Center for Career Services asks that employers give students ample time to consider all employment offers. We encourage employers to follow NACE guidelines and the following timelines for GW candidates:

- **SUMMER:** Candidates who receive full-time offers of employment from summer internships should be given until October 30 to accept/decline offers.
- **FALL:** Students who receive full-time offers of employment from fall recruiting should be given until November 15 to accept/decline offers. Students who have interviews after November 15 should be given a minimum of four weeks from the date of the offer to accept/decline. Students who receive internship offers from fall recruiting should be given four weeks minimum from the date of the offer to accept/decline offer.
- **WINTER/SPRING:** Students who receive full-time offers of employment from winter/spring recruiting should be given until March 15 to accept/decline offers. Students who have interviews after March 15 should be given a minimum of four weeks from the date of the offer to accept/decline. Students who receive internship offers from winter/spring recruiting should be given four weeks minimum from the date of the offer to accept/decline offer.

Employers failing to adhere to these timelines may be restricted from scheduling on-campus interviews in the future. Repeat offenders may be restricted from campus recruiting completely. Employment offers for both full-time and internship positions should be made through an offer letter sent directly to the student. Offers/Hires information will also be solicited by the Center for Career Services at the end of each semester, but can be reported at any time; when reporting please include student name, position title, and salary (if permitted).

For the most up-to-date information on this topic, see:

<https://careerservices.gwu.edu/employers>

### **Non-Discrimination**

GW does not unlawfully discriminate against any person on any basis prohibited by federal law, the District of Columbia Human Rights Act or other applicable law, including without limitation, race, color, religion, sex, national origin, age disability, veteran status, sexual orientation or gender identity or expression. Employers must comply with the [University's Equal Employment Opportunity \(EEO\) guidelines](#) (PDF). It is irresponsible, unprofessional and unethical for the Center for Career Services staff to make referrals of specific students to employers.

### **Confidentiality**

Employment professionals will maintain the confidentiality of student information, regardless of the source, including personal knowledge, written records and reports and computer databases. There will be no disclosure of student information to another organization without the prior written consent of the student, unless necessitated by health or safety considerations.