



JOB & INTERNSHIP POSTINGS POLICY

GW career services has developed the following policies and guidelines to ensure that the recruiting process is fair and straightforward for both employers and students. Policies are consistent with the National Association of Colleges and Employers (NACE) "[Principles for Professional Conduct for Career Services & Employment Professionals](#)."

Eligibility to Recruit

Employers who are hiring candidates for bona fide positions or bona fide internships may request to participate in the on-campus interviewing program 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.

GW career services reserves the right to refuse service to any employer if a review of the specific opportunity or nature/status of the company suggests that it is inappropriate for our service population; if students are injured or exposed to unsafe working conditions; if the employer discriminates; or if GW career services receives student complaints about discrimination, harassment, threats, unsafe working conditions, or any other questionable circumstance.

Job Postings

Employment professionals will only post opportunities that require college-educated candidates, in a manner that includes the following:

- a. All postings should adhere to [Equal Employment Opportunity](#) compliance standards;
- b. Job postings should be suitable and appropriate for GW students and alumni;
- c. All job postings should adhere to [Department of Justice Best Practices for Online Job Postings](#) to ensure that your organization is in compliance with the law with regard to work authorization when recruiting at GW.
- d. Internship postings should meet the U.S. Department of Labor definition and criteria for internships. (See U.S. Department of Labor Wage and Hour Division [guidelines](#).)

Eligible jobs, for which you may recruit through GW career services consist of professional duties and salaries or hourly wages. GW career services does not support full commission-based positions; positions that are based in home offices or private residences, and/or personal service positions such as—but not limited to—childcare, yard work, nanny, caretaker, tutor, pet care, etc.

GW career services uses post-graduation outcome data to understand students' career needs and positions likely of interest to GW students and alumni. Therefore, we reserve the right to decline employers and job postings determined inappropriate with our student population.

GW career services reviews all employer registrations and position descriptions and reserves the right to make a determination of the appropriateness of the positions being offered for the population it serves.

For the protection of our students, we maintain the right to edit or delete any job postings and decline employer accounts for any organization:

- whose goals and practices are determined to be inconsistent with the ideals, principles, and practices of the University;
- about whom we received complaints from students;

- who do not provide all the required information for employer profiles and/or position postings;
- who require financial investment on the part of our students/alumni or may involve unreasonable risks;
- who are not in compliance with the [NACE Principles for Employment Professionals](#).

Unpaid Internships

GW career services does not play a role in determining whether an internship qualifies for academic credit; neither do you as the employer. If a GW student wishes to earn academic credit for an internship, the student must consult his/her dean's office.

Your role, if any, would be to assist the student by providing any information requested by the dean's office so that a determination can be made about what kind of academic credit might apply.

Keep in mind that when students earn academic credit, in an experiential setting such as at an internship, tuition must be paid to the University in exchange for that credit. A student's individual course load and financial profile may determine whether or not he or she seeks credit for an internship.

Therefore, we strongly encourage you to provide competitive hourly wages or stipends to help students defray the ever-increasing costs of living and tuition.

If you are offering unpaid internships, we expect you to comply with the [six federal guidelines](#), particularly as it relates to internships.

Information Sessions

Organizations that participate in on-campus recruitment activities or that have a position listed in Handshake are eligible to request information sessions at GW. Open, public, "high traffic" areas are not approved locations for information sessions.

All information sessions must be requested by and affiliated with a registered employer contact in Handshake. A contact can register in Handshake by providing a valid company name, email address, phone number, website, and mailing address.

Third-Party Recruiters

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

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

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. It is irresponsible, unprofessional, and unethical for GW 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, in accordance with the [Family Educational Rights and Privacy Act](#).

Alcohol

GW career services adheres to the [NACE policy](#) that states serving alcohol should not be a part of the recruitment process. Therefore, all recruiting activity, regardless of its location, should be alcohol-free. If a person, company, or organization chooses to provide or serve alcohol in violation of this policy, the person, company, or organization assumes complete liability and agrees to indemnify GW career services and GW, including its trustees, and employees, for any damage or injuries sustained to persons or property as a result of or arising out of a violation of this policy. In addition, GW career services reserves the right to revoke the recruiting privileges of any person, company, or organization who violates this policy.





EXTENDING JOB OFFER POLICY

JOB and INTERNSHIP OFFERS

Full-time and internship offers should be made through an offer letter sent directly to the student. The Center for Career Services asks to be notified of offers to ensure staff can work with students on adhering to student policies regarding offers and hires.

OFFER TIMELINES

To ensure students have the opportunity to make well-informed, thoughtful decisions regarding job opportunities, the Center for Career Services asks that employers give students ample time to consider all offers. We encourage employers to follow NACE (National Association of Colleges and Employers) [guidelines](#) and the following timelines for GW:

SUMMER

- Candidates who receive full-time employment offers from summer internships should be given until October 30th to accept/decline.

FALL

- Students who receive full-time employment offers from fall recruiting should be given until November 15th to accept /decline.
- Students who have interviews after November 15th 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 a minimum of four weeks from the date of the offer to accept/decline.

WINTER/SPRING

- Students who receive full-time employment offers from winter/spring recruiting should be given until March 15th to accept /decline.
- Students who have interviews after March 15th 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 a minimum of four weeks from the date of the offer to accept/decline.

COMPENSATION

Employers have better recruiting success if compensation for positions is comparable to historical salaries of the targeted student segment (adjusted by prevailing economic trends). Please be aware that salaries vary by major and program level.

NON-DISCRIMINATION

The George Washington University does not discriminate against any person on the basis of race, color, gender, sexual orientation, age, religion, national or ethnic origin, marital status, veteran status, or disability in admission to, access to, treatment in, or employment in its programs and activities. Accordingly, our facilities are available to recruiting organizations whose practices are consistent with this policy.

REFERRALS/RECOMMENDATIONS

We will work with you to help identify a pool of candidates that most closely matches your job criteria. However, employment law and our strong sense of ethics preclude any arbitrary recommendation of one student over another.

CHANGES TO OFFER

The Center for Career Services expects all employers to honor their job offers. In the event that an offer must be withdrawn or changed, the Center for Career Services must be contacted immediately. Students are also responsible for honoring the commitments they have made, whether verbally or in writing. If we learn they have not, their access to the Center for Career Services' resources and opportunities will be affected.

STUDENTS ARE EXPECTED TO:

- Pursue only positions in which they have a genuine interest
- Respond to all invitations from companies offering them an interview
- Participate in all interviews they accept
- Be prompt and well-prepared for all interviews
- Present an accurate account of work experience and education on their resume
- Answer all questions in the interviews truthfully
- Discontinue the job search immediately after accepting a job offer and notify all other potential employers of their decision



Center for
Career Services

For more information, visit us:
www.gwu.edu/career-services

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