



SNHU Recruiting Policies

- We reserve the right to decline access to our recruiting platform to organizations who have been flagged in Handshake or suspicious of unprofessional activities at fellow colleges and universities.
- Employers may not charge any “up front” fee as a contingency for employment, training and work placement.
- Any posting involving solicitation of students, products or services, which includes the hiring of students to solicit for donations, products or services will not be approved, including door-to-door sales.
- Any posting that requires a candidate to pay a fee for training, equipment, application procedure, or other job-related expenses will not be approved. (This does not apply to federal and state licensing requirements such as real estate, securities, etc.)
- Employers who are posting positions that are commission-based must disclose this as part of their position descriptions.
- Third-party recruiters will only be allowed to post internal positions and must adhere to all [Handshake guidelines](#). These organizations will need to agree to this policy prior to being approved.
- Employers recruiting for unpaid internships (or rates less than the applicable minimum wage) must adhere to the guidelines found on the [Department of Labor, Fair Labor Standards Act](#) website. To help ensure that some of the listed factors are met, it can be helpful to include elements of training, supervision, and mentorship within the posting as a quality assurance measure that the student will receive these foundational elements that distinguish an internship from a (unpaid) job.
- Employers recruiting for a volunteer role must limit the position to no more than 12 hours per week, and must verifiably be a non-profit organization. For-profit organizations are prohibited by law from accepting volunteer labor, and any volunteer position which requires more than 12 hours per week should be directed to our internship policies.
- Marijuana-Related Employers will not be permitted to recruit at SNHU including posting internship or work opportunities, hosting company representatives on campus, promoting job shadow placements (externships), and supporting internships for credit or non-credit. Although marijuana is legal under certain conditions in certain states, it is not legal under federal law. The Drug-Free Schools and Communities Act (20 U.S.C. § 1011i, “DFSCA” requires schools to certify to the Secretary of Education that the institution has adopted and implemented a program to prevent the use of illicit drugs and the abuse of alcohol by students and employees. For purposes of the DFSCA, the term “drug” includes marijuana (marijuana is a controlled substance per 20 U.S.C. §7112). Additionally, state sponsored medical and recreational marijuana – though legal at a state level – is still a controlled substance under federal law and is not permitted on school property.
- Employers must have a complete and verifiable physical address that is non-residential where the work will be performed.
- *The Solomon Amendment, a federal law, mandates that educational institutions receiving federal funding (research grants, etc.) must fulfill military recruitment requests for access to campus and for lists containing student recruiting information. *Make referral to the University Registrar for generation and dissemination of this student data to military contact. This law allows personally identifiable student information to be released to recruiters that would have been denied them under the Family Educational Rights and Privacy Act of 1974 (FERPA – p1-16).
- In compliance with the [Department of Justice’s rulings](#) regarding citizenship discrimination and best practices for online job postings, SNHU does not screen candidates in Handshake based upon employment eligibility. Employers may include employment eligibility requirements in their Handshake job descriptions to be reviewed by potential candidates for self-screening.
- All organizations recruiting with SNHU must not violate equal employment opportunity and affirmative action principles as set forth by Southern New Hampshire University and the National Association of Colleges and Employers (NACE). Employers are expected to provide reasonable accommodations upon request.