



Job Posting and Recruitment (Virtual & On-Campus) Guidelines

All employers who wish to recruit MGA students and alumni for employment opportunities must have an account on Handshake and list MGA as one of their preferred schools. To begin that process, please visit <https://mga.joinhandshake.com>.

The Center for Career & Leadership Development (CCLD) is dedicated to connecting students and alumni with quality professional opportunities that complement and support their academic pathways and career goals. The CCLD reserves the right to refuse services to employers who do not align with this commitment. These services include but are not limited to Handshake job postings, campus in-person and virtual recruitment opportunities, and special career and leadership events for students. Reasons that we may refuse service include but are not limited to the following:

- Opportunities that require an application fee or other fees paid to the company for supplies and materials.
- Opportunities that require a financial investment in the business (i.e. franchise opportunities).
- Door-to-door sales opportunities.
- 100% commission opportunities, particularly those that do not offer insurance benefits, travel reimbursement, etc.
- History of unethical and/or high-pressure recruiting and hiring practices at MGA and other USG institutions.
- Failure to comply with EEO laws and the [NACE Principles for Employment Professionals](#).
- Personal or family home-based or remote opportunities including but are not limited to babysitting, personal care, maintenance, tutoring, etc.

If you have any questions about our guidelines, please contact Dr. Mary Roberts, Executive Director for Career & Leadership Development at mary.roberts3@mga.edu.

Third Party Recruiter (Staffing/Employment Agencies) Guidelines

We will work with third-party recruiters such as staffing and employment agencies if you are clear about the companies that you recruit for and that those companies can confirm that relationship. Third party recruiters who charge fees to job applicants are not permitted to use our services.

Job Posting Process

MGA uses Handshake as our centralized way for posting and sharing off-campus career and internship opportunities with students and alumni. The CCLD will not post paper flyers for employers on university bulletin boards at any of MGA's five campuses. If you contact a university representative who is not a staff member in the CCLD, they have been instructed to refer job posting requests to the CCLD to promote on Handshake. We will not post jobs to social media or to our weekly newsletter unless they have been posted on Handshake. If you need assistance with posting your job to Handshake, we ask that you create an employer account so that we can post the position for you.

Promoting Your Job Opportunities

The CCLD uses Facebook, Instagram, and our weekly Handshake newsletter to promote opportunities to students. If your company has posted the position on Handshake and would like to request that we post your

flyer on social media, contact us at careerservices@mga.edu. If the content is relevant to our student population and fits with our current social media schedule, we are happy to work with you to share the opportunity one time only.

Since we post thousands of jobs to Handshake each week, we will select some but not all of the job opportunities to feature in our weekly newsletter. If you would like your Handshake posting added to our weekly student newsletter, please email us at careerservices@mga.edu to be included in the upcoming newsletter.

Internships

To post a position and list it as an internship, the opportunity must align with the definition set forth by the [National Association of Colleges & Employers](#). In addition, we recommend that all employers review the DOL's Fair Labor Standards Act in regards to internships - <https://www.dol.gov/agencies/whd/fact-sheets/71-flsa-internships>. If you are seeking an intern to complete work that requires a specific set of skills that you will not teach the student, we recommend compensating the intern with a competitive hourly wage.

Academic departments are the only entities at the university that can promise academic credit. Job postings can indicate that the employer will work with an academic department so that students can earn academic credit, but job postings cannot claim that the employer will offer academic credit.

When you post your internship position to Handshake, we are assisting you with marketing the opportunity to students. If and when a student decides to pursue academic credit, that particular academic department may ask for additional information from you. Each academic department at MGA may require something different in order to approve it as an academic internship. If you would like to connect with a specific department to ensure that your position aligns with their curriculum, our Assistant Director for Internships & Career Readiness can assist you with this process.

Career Fair Participation

Each career fair that the CCLD hosts has a particular mission and scope. In general, career fairs outside of the Part-time Job Fair are focused on full-time professional employment, internships, and non-commission based part-time opportunities that would enhance a student's professional preparation. Full-time professional employment opportunities should include a wage as well as options for insurance benefits.

Recruitment Information Tables & In-person/Virtual Information Sessions

To request a specialized recruitment day at one of MGA's five campuses, the company must contact the CCLD to reserve space and work with you to promote the opportunity to students. These opportunities include but are not limited to information tables, information sessions, and interview days. When we receive your request, we will consult with you about the campus location and the timing of your visit. If we do not think your opportunity fits the student population at the campus you are requesting, we may encourage you to do your event at another campus. In addition, if your opportunity would benefit students at multiple campuses, we may recommend a virtual opportunity.

Currently, MGA does not charge employers a rental fee for reserving space for recruiting events that are only for MGA students and alumni. Recruitment events open to the public must be scheduled with the Hatcher Conference Center and are subject to university rental fees.

Requests to Present to Academic Classes

We know that employers want the opportunity to talk to students in their classes. We understand this need because we have it ourselves. It may not be possible to get into a faculty member's class because of the

content they must cover by the end of the semester, the virtual nature of a particular course, test schedules, or general faculty preferences for how to handle guests speakers. For these reasons, we do not recommend contacting faculty directly unless you have an established relationship with them. If you would like to speak to classes, we ask that you submit this request in writing to us in the summer (May – July). Please include a list of non-recruiting topics that may relate to the major of interest so that we can help you identify faculty that would like to include you in their syllabi. Please keep in mind that it is difficult for faculty to consider mid-semester or last-minute requests.

Right of Refusal

If a company representative does not comply with EEO laws or the NACE Principles of Employment Professionals while using Handshake or participating in any other type of recruitment opportunity with MGA, access to some or all of the CCLD's employer services may be declined or revoked. The CCLD also reserves the right to refuse service to any organization that has a history of unethical and/or high-pressure recruiting and hiring practices at MGA and other USG institutions. This decision could also impact an organization's ability to serve as a presenter with the Student Leadership Programs, another unit within the CCLD.

The Executive Director for the Center for Career & Leadership Development has final decision-making authority for campus recruitment participation from employers at Middle Georgia State University.

No Solicitation

Job and internship postings, recruitment events, employer flyers, and other recruitment materials that you want to share with the MGA community must be first approved by the CCLD. Once approved, we will work with you to post the opportunity on Handshake. Employers can also request that jobs be included in our weekly newsletter.

The CCLD does not allow any organization to distribute or hang recruitment materials on any of MGA's five campuses without first consulting with our executive director. For companies who have attended a career fair or partnered with us to host a special recruitment event, we will agree to take up to 3 flyers to post in our office locations and a related academic area as space permits. These recruitment flyers will be removed within 30 days if posted in the CCLD and by the end of the current semester if posted in an academic area.

To promote a scheduled on campus recruitment event, the event must be approved and registered through the CCLD so that staff can assist you with reserving space and promoting the opportunity to students. CCLD staff will be responsible for distributing the recruitment materials electronically and through Handshake to students and other appropriate university channels of communication. If your company uses student campus representatives to promote opportunities or to set-up recruitment events, they should also work with the CCLD staff to promote these opportunities via Handshake. If you have scheduled your event with a faculty member or other university representative, that individual should be working with the CCLD to ensure that all students know about the opportunity.