

# **JOB/INTERNSHIP POSTING APPROVAL POLICIES**

City College of San Francisco: Career Development Center

These policies will be used by the Career Development Center of City College of San Francisco (CCSF) to determine the approval of employer registrations and job/internship postings in CCSF's Handshake system.

## **Employers' job/internship postings will be approved if they meet the following basic criteria:**

- **Paid Position** - The rate of pay is at least minimum wage (calculated over any time scale such as hourly, weekly, semi-monthly, monthly or annually) and is clearly publicized in the position description.
- **Commission Only** - If compensation for the position will be commission only, this condition is clearly publicized in the position description.
- **Unpaid Position** - If there is no compensation, this must clearly be publicized in the position description. Regarding unpaid internships, employers should be aware of the U.S. Department of Labor's Wage & Hour Division's [Fact Sheet #71: Internship Programs Under the Fair Labor Standards Act](#). If it is a volunteer opportunity, it must be clearly publicized in the position description.
- All job and internship listings are posted at our discretion, and we reserve the right to choose to not post a position if it does not appear to support the best interests of students and/or the college.

## **We do not approve employer registrations and job/internship postings if:**

- The employer is unable or unwilling to provide contact information in Handshake with contact name, address, phone number, and business email address.
- The employer fails, for any reason, to provide essential information concerning the nature of the position or compensation, including, but not limited to: commission only, job responsibilities, salary, applicant requirements.
- The opportunity involves on-campus solicitation, posting of materials, or sale of products and services.
- The employer is sponsoring an individual to establish his/her own business for the purpose of selling products or services, and/or recruiting other individuals to establish their own businesses.
- The employer requires an initial payment or investment - with the employer itself serving as an umbrella or parent corporation. Investments of this type may include, but are not limited to: direct payment of a fixed fee; payment to attend orientation or training sessions; and/or purchase, rent, or place deposit on a starter kit, sales kit, samples, or presentation supplies.
- The employer is not part of a business and has a one-time personal task that needs to be completed.

### **Third Party Recruiter/Agencies**

A third party recruiter is an agency, organization, or individual that recruits candidates for employment opportunities. This definition includes search firms, contract recruiters, online job postings, resume referral services, or professional associations who recruit for their membership.

For approval, third party recruiters/agencies should meet the following:

- The third party recruiter/agency identifies itself as a third party agency in the job description.
- The third party recruiter/agency does not charge a retainer, contingency fee, or fee for service to the applicants.
- The third party recruiter/agency provides a specific position description that includes the client's name and requirements in the online listing.

We will investigate complaints by users of our services about job/internship postings or employers. If we determine that a complaint is justified, we may choose not to continue approving the employer's job/internship postings.

Please forward questions to John Salangsang: [jsalangsang@ccsf.edu](mailto:jsalangsang@ccsf.edu)