

Handshake Guidelines for Employers

Third-Party Recruiters

Third-Party or Temporary Employment Agencies are defined as organizations or person that recruit for part-time, full-time or temporary employment opportunities for other organizations instead of their own internal hiring needs.

Third-Party or Temporary Employment Agencies that want to post positions on UW-Milwaukee's Handshake platform are required to adhere to the following policies:

- Register to recruit through Handshake as a Third-Party Recruiter. If you register without indicating this access to Handshake will be denied.
- For Job Postings, include the name of the client you are representing
- Include in the position description that any fees assessed by the agency will be paid by the client organization or employer you represent. Any opportunities that require students to pay fees will not be approved.
- Agree that you or your client may not forward UW-Milwaukee students' resumes, cover letters, contact information or additional documents to any other party without written consent from the student/applicant. Failure to comply with this is a violation of The Family Education Rights and Privacy Act of 1974, and privileges will be declined.

Multi-Level or Pyramid Employment

Organizations and individuals offering employment that includes a "pyramid" or "multi-level" system or networking structure that encourages the continual recruitment of others to sell products and services will be denied access to UW-Milwaukee's Handshake platform to post jobs and will not be allowed to attend recruiting events, including job and career fairs.

Upfront Product/Services Purchase

Organizations are not encouraged to offer employment with compensation packages that mandate commission only. Organizations that mandate prospective employees to purchase products or services upfront will be denied access to UW-Milwaukee's Handshake platform to post jobs and will not be allowed to attend recruiting events, including job and career fairs.

