

Tabling on Campus - Policies and Procedures for Employers

Winthrop University welcomes the opportunity to develop relationships with organizations to help meet the employment and experiential learning needs of our students and graduates. The Center for Career Development and Internships (CDI) at Winthrop University is a member of the National Association of Colleges and Employers (NACE). The CDI adheres to and expects employment professionals to adhere to principles of college recruiting articulated in the [NACE Principles for Ethical Professional Practice](#).

Reserving a table in a student traffic area on campus through the CDI is one of many ways to promote hiring opportunities with your organization. There is no fee for tabling on campus. There are procedures in place to protect students and their safety while pursuing their educational endeavors. Please refer to the policies below for making the most of your visit within Winthrop University guidelines. Any infringement on these policies can result in restrictions on recruiting via the Center for Career Development and Internships.

IMPORTANT: You must have an approved employer [Handshake](#) account to request a table. Tabling hours are Tuesdays/Thursdays from 10:30 a.m.-1:30 p.m. during the Fall and Spring semesters. Reservation requests made less than 14 days in advance may not be confirmed. External visitors must agree to Winthrop University [space use guidelines](#).

1. One 6-foot table with two chairs can be reserved for recruiting for specific job and internship opportunities with your organization, with the CDI as your sponsor. Advance notice of your requests allows ample time to secure space and promote your visit. The CDI will promote the table location and time through Handshake, Daily Student Announcements (email listserv), and social media (Instagram).
2. In fairness to all employers and campus organizations also requesting space, employers may only table twice in one semester. Tables cannot be reserved for the first two weeks of class, due to high activity of on-campus programs and services. Employers cannot recruit on campus during Final Examination weeks.
3. Your organization may only use your table for the recruiting of specific hiring needs. No solicitation for goods or services will be allowed. Those infringing on this policy will be asked to leave campus. Any future recruiting conducted by your organization is at the discretion of the CDI and the University.
4. Please do not “market” your opportunities outside of the confines of your table area. Give-aways and displays to make your area attractive to students are welcome.



Center for Career Development & Internships

5. Any organization promoting opportunities with upfront fees, start-up costs, multi-level or pyramid marketing opportunities, and commission-based compensation are not eligible for on-campus tabling.
6. To protect Winthrop University students and alumni from fraudulent and/or unethical hiring practices, the CDI reserves the right to deny an organization's request to visit campus or post a position. Creating a registration on Handshake does not guarantee automatic approval and the right to table on campus.

The Center for Career Development and Internships (CDI) reserves the right to investigate complaints by students, staff, or faculty about employers or jobs posted through Handshake. If it is determined that a complaint is justified, the CDI may choose to deny employer services and report the offending organization to appropriate agencies.

We are committed to ensuring that all students and employers are afforded every opportunity to participate in its activities. If you require accommodation to utilize our services, please contact the CDI and let us know how we may assist you.