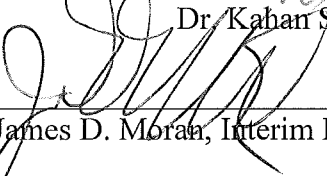


**EDINBORO UNIVERSITY OF PENNSYLVANIA**

**ON-CAMPUS EMPLOYER RECRUITING**

**Policy No. G022**

Recommended for Approval by   
 Dr. Kahan Sablo, Vice President for Student Affairs

Approved by  on 6/21/11  
 Dr. James D. Moran, Interim President

Review Date: ~~As~~ Required

**INTENT**

This policy outlines the criteria that must be met and the process that must be followed by employers if they wish to be approved for conducting on-campus recruitment.

**POLICY**

Edinboro University's Center for Career Development (Center) provides recruiting opportunities to organizations offering professional career opportunities via on-campus interviews, information tables, job fairs, and online job postings through the University's electronic job posting and resume referral database. The Center adheres to recruiting policies established by the National Association of Colleges and Employers (NACE).

The Center serves only as a clearinghouse of information regarding job and internship opportunities. The posting of a position on the Center's website, bulletin board or electronic job posting and resume referral database should not be interpreted as an endorsement. Students and alumni should personally research openings and agencies prior to accepting an offer or entering into any contractual agreements. Edinboro University is not liable to any person for any claim arising from its activities under this policy.

Edinboro University is not responsible for any representations or guarantees with regard to job postings, nor is it responsible for wages, working conditions, safety, or other work-related issues that may arise after placement with an employer. It is the student/alumni's obligation to seek information and legal representation if they feel they have been discriminated against or mistreated in the workplace.

**DEFINITIONS**

**Third-party recruiter** is defined as agencies, organizations, or individuals recruiting candidates for temporary, part-time, or full-time employment opportunities other than for their own needs. This includes entities that refer or recruit for-profit or not-for-profit, and it includes agencies that collect student information to be disclosed to employers for purposes of recruitment and employment.

## **PROCEDURES**

### **Employer Eligibility**

The Center will provide services for employer organizations that meet the following basic criteria:

- The employer organization must accurately describe the responsibilities and requirements for the opportunities it offers in all publicity.
- All conditions for advertised positions must be clearly publicized in the position description. This includes but is not limited to unpaid internships, and positions that are commission only.
- Employer organizations operate in congruence with the University policy of Equal Opportunity and Affirmative Action and do not engage in any unlawful discrimination. An employer or agency using the services of the Center understands that compliance with all related federal, Commonwealth of Pennsylvania, and local government statutes and regulations is required for initiation or continuation of the Center's services.

Refer below to additional criteria for specific categories of employers.

### **Third-Party Recruiting**

Edinboro University provides recruitment opportunities to third-party agencies through the Center via on-campus recruiting and job postings on its electronic job posting and resume referral database under these specific guidelines:

1. The agency may not have access to the electronic resume search component of the database.
2. The agency must disclose the name of the company for which it is recruiting.
3. The agency may not charge applicants.
4. The agency must provide a specific description and all requirements within all job listings, including any position that is "commission only" or sales-based.
5. The agency must act in accordance with NACE Principles for Professional Conduct for Career Services & Employment Professionals ([naceweb.org/principles](http://naceweb.org/principles)).
6. The third-party recruiter must comply with the requirements of the Family Educational Rights and Privacy Act, and can only release candidate information with written permission from the applicant. Disclosure of candidate information is not permitted unless written permission is given by the applicant, and may be done so only for a specific listed position.

### **Commission Only/Entrepreneurial/Multi-Level Organizations**

All employers who require upfront fees to be paid by candidates for employment or have multi-level marketing practices are not permitted to recruit on campus or have access to the electronic job posting and resume referral database.

### **Foreign-Based Firms**

Employers that are foreign-based firms with no U.S. locations and third-party recruiters who represent foreign-based firms with no U.S. locations will not be eligible to use the electronic job posting and resume referral base immediately.

The employer may send the website administrator a minimum of two letters of reference from either two career services professionals representing different U.S. colleges or universities with whom the employer has worked on a personal basis, or a letter of reference from a faculty member or administrator from one of the 14 Pennsylvania State System universities with whom the employer has worked.

### **Right To Refuse Service**

Edinboro University is committed to the principles of equal opportunity, respect and fair treatment for all. Edinboro University students and alumni rely on its relationship with employers to advise and protect them, to the best of its ability, from problematic or unethical practices. Accordingly, the Center reserves the right to reject recruitment requests from any prospective employer whose postings, practices, policies or procedures appear to violate the University's commitment to equal opportunity.

Additional factors that may lead to exclusion from recruitment activities (including access to the electronic job posting and resume referral database) include: fraud; misrepresentation; breach of confidentiality; complaints by or harassment of Edinboro University students, alumni, or staff; failure to adhere to University policies; violation of federal, state and local laws; reports from other colleges and universities of inappropriate conduct; and requiring personal information (e.g. bank and/or social security numbers) when not part of the hiring process.

The Center reserves the right to investigate complaints by students about employers or jobs posted through the electronic job posting and resume referral database. If it is determined that a complaint is justified, the Center may choose to deny the employer services and report the offending organization to appropriate agencies.

### **RELATED POLICIES**

C006 – Harassment, Intimidation, and Institutional Vandalism

G005 – Equal Opportunity / Affirmative Action and Non-Discrimination

### **CONTACT INFORMATION**

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