I. Policy

A. To utilize employer services provided by the Career Center, employers must provide general information about their organizations, such as products and services, and job descriptions regarding the positions for which they are recruiting.

B. Third party organizations, such as executive search firms and/or personnel agencies may utilize Career Center services provided they release their clients’ names to the Career Center and provide specific position information. Third party recruiters are prohibited from receiving resumes or interviewing for one client and then referring candidates to additional clients without notifying the Career Center, providing the specific position information, and notifying candidates that their information has been referred.

C. All employers utilizing Career Center services are expected to adhere to the standards of professional conduct as defined by the National Association of Colleges and Employers (NACE) and abide by all common legal and ethical practices of recruiting and employment. If an employer is found to be in non-compliance with the professional, ethical, and/or legal standards of recruiting and employment, the organization will not be allowed to utilize the services of the Career Center and will not be allowed to use other means on campus to recruit employees.

II. Reason for Revision

Policy reviewed October 2016; no substantive revisions needed.