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# Recruitment and Employment Guidelines

## **NACE PRINCIPLES FOR PROFESSIONAL CONDUCT**

The Career, Mentoring, and Professional Development Center at Shippensburg University is a member of the National Association of Colleges and Employers (NACE). In accordance with our commitment to maintain the standards of this organization, we expect students, alumni, and employers to adhere to the principles of college recruiting in the NACE Principles for Professional Conduct for Career Services and Employment Professionals.

## **DISCLAIMER**

Shippensburg University Career, Mentoring, and Professional Development Center employment resources are provided free of charge to employers and to student/alumni job seekers. The Center serves only as a clearinghouse of information regarding job, internship, and volunteer opportunities. The listing of a position should not be interpreted as an endorsement. Accordingly, Shippensburg University expressly disclaims any liability in connection with any potential or actual employment/volunteer opportunity which results from any applicant's response to any job/volunteer opportunity posted within SHIP Career Connection online. In that respect, the Career, Mentoring and Professional Development Center and its staff are not responsible for safety, wages, working conditions or any other aspect of off-campus employment/volunteerism. Students and alumni should personally research openings and agencies prior to entering into any contractual arrangements or exchange of monies in any form.

## **EQUAL EMPLOYMENT OPPORTUNITIES**

Employers recruiting at Shippensburg University will be expected to maintain EEO compliance and follow affirmative action principles in recruitment activities. Employers should consider all interested students/ alumni for internships/employment/volunteer opportunities without regard to age, color, national origin, race, religion, disability, veteran's status, sex, sexual orientation or gender identity and provide reasonable accommodations upon request.

The Career, Mentoring and Professional Development Center will:

- 1) Notify recruiting organizations of any selection procedures that appear to have an adverse impact based upon students' age, color, national origin, race, religion, disability, veteran's status, sex, sexual orientation or gender identity;
- 2) Assist recruiters with accessing certain groups on campus to provide a more inclusive applicant pool;
- 3) Respond to complaints of EEO noncompliance, working to resolve such complaints with the recruiter or employing organization, and, if necessary, referring such complaints to the appropriate campus department or agency.

Recruitment professionals will cooperate with the policies and procedures of the Center, including certification of EEO compliance as well as compliance with all federal and state employment regulations.

## **RECRUITMENT GUIDELINES**

SHIP Career Connection is a free service for recruiters to post career-related, full-time, part-time, internship, and volunteer positions that are appropriate for individuals with or working towards a minimum of a bachelor's degree. Students and alumni create accounts on the system to access postings from recruiters via SHIP Career Connection.

In addition, recruiters will also be able to post part-time, seasonal, full-time, and volunteer opportunities not requiring a degree that may be of interest to current Shippensburg University students.

In an effort to better protect Shippensburg University students and alumni from unethical and/or fraudulent companies/postings, Center staff reserve the right to research individual companies and postings to determine if the opportunity in question will

ultimately be beneficial and meet the needs of Shippensburg University students/alumni. Creating a registration on SHIP Career Connection does not guarantee automatic approval and the right to post positions.

*Definition of Recruiting Activities-* Recruiting activities include, but are not limited to: career fairs; on-campus interviews; information sessions and company presentations; campus information tables; classroom presentations; guest panel discussions; other advertised opportunities; and job postings communicated to students through SHIP Career Connection, bulletin boards, mail announcements, and e-mail.

### **RECRUITMENT GUIDELINES: EMPLOYERS**

**In order to be approved by the Center, employers/job postings must meet the following criteria:**

- 1) Employer must have a legitimate, public website with a published history of at least one year.
- 2) For all postings, the employer must supply:
  - position title, position description, company description, qualifications, company website, professional email, and appropriate application instructions.
    - Please note: Staff will cross reference phone number area code, physical address, website information and Better Business Bureau /Chamber of Commerce, etc. to confirm legitimate information.
- 3) Contact person and all other recruiting contacts must have professional email addresses directly affiliated with the employer/ organization they are representing (no personal emails such as Yahoo, Gmail, Hotmail, etc. will be accepted.)
- 4) Company address must be complete and accurate; as well as a recognized US-based business address (residential addresses will not be approved) and phone number.
- 5) Does NOT involve any outlay of cash to the student/job seeker.
- 6) Does NOT require the job seeker to spend money, then seek reimbursement.
- 7) Does NOT request job seeker to accept and cash checks, etc. prior to formal employment starting.
- 8) Commission-only opportunities: Employers with these opportunities must explicitly state the nature of compensation in their job postings and all emails to candidates (see end of this document for more details).
- 9) If an internship is unpaid, it must meet the six criteria stated by the U.S. Department of Labor. For further details, review: Fair Labor Standards Act as it relates to Internship Programs <http://www.dol.gov/whd/regs/compliance/whdfs71.pdf>

**The Career, Mentoring, and Professional Development Center WILL NOT approve employers, recruiting activities, or job opportunities if:**

- 1) The opportunity involves on-campus solicitation including: posting of materials, door to door solicitation, or sale of products or services.
- 2) Flyers, posters, and promotional materials exclude company name and information.
- 3) The work assignment encourages a student to discontinue their studies.
- 4) The employer fails, for any reason, to provide necessary information needed to post a job vacancy or internship opportunity (e.g., job description, qualifications, application instructions, website, and professional email).
- 5) Upon request, the employer is unable or unwilling to provide written documentation of registration with a Better Business Bureau, IRS, area Chamber of Commerce involvement and/or current annual report.
- 6) Job seekers/employees are charged non-refundable fees (other than for licensures) by the company or other entity affiliated with the company.
- 7) The work assignment is in a private residence. All registered employers must have a bricks-and-mortar (B&M) location for centralized company operations.
- 8) The nature of employment is freelance or contract work, or other opportunities which require students/alumni to utilize a PayPal account to receive payment for work assignments.
- 9) The employer fails to fully disclose the structure of their compensation package (salary, hourly, commission, sliding scale pay, or any other pay structure) and business costs incurred through their first year of employment.
- 10) The position employs students by a private individual with an un-established business and no employment or work-for-hire contract (e.g., babysitting, nanny, caretaker, personal tutor).
- 11) Upon request, the employer refuses to provide references from current employees, University alumni, or clients to vouch

### **THIRD-PARTY RECRUITERS**

Third-Party recruiters are defined as agencies, organizations, or individuals recruiting candidates for temporary, part-time, or full-time employment opportunities other than for their own staffing needs. This includes, but is not limited to, organizations such as employment agencies, search firms, contract recruiters, career development consultants, or on-line job posting or resume

referral services. See National Association of Colleges and Employers (NACE) [Principles of Professional Practice](#) for further details and definitions.

Third-Party recruiters that do not charge an application fee may utilize SHIP Career Connection to post announcements regarding specific job and/or internship opportunities. Third-Party recruiters that charge a fee to candidates will be denied access to SHIP Career Connection. Furthermore, Third-Party recruiters that encourage or require candidates to complete additional training, classes, seminars, etc. (at the candidate's expense) will not be approved. The Center reserves the right to deny third-party recruiters access to SHIP Career Connection or any on-campus recruiting activities if/when concerns about the company have been expressed by colleagues, students, alumni, faculty, or staff.

### **FOREIGN-BASED ORGANIZATIONS**

Employers that are foreign-based with no US locations and third-party recruiters who represent foreign-based organizations with no US locations will not be eligible to use SHIP Career Connection immediately. Said companies and their representatives are asked to first establish a working relationship with a Shippensburg University faculty or administrator. The faculty or administrator who agrees to vouch for the organization may then contact the Center's website administrator for further discussion. Alternatively, the employer may send the website administrator a minimum of 1) two reference letters from two career/volunteer services professionals representing accredited US colleges or universities with whom the employer has worked on a professional basis and 2) a minimum of one reference letter from a recent college graduate who is also a current employee/volunteer/intern with at least 6 months experience with the foreign-based organization.

### **ADDITIONAL INFORMATION:**

- *Commission-Only Opportunities*  
Employers with these opportunities must explicitly state the nature of compensation in the job posting and all written and electronic correspondence with candidates. On all flyers, promotional materials, and job announcements, compensation information must clearly state:
  - 1) Fees/percentage of sales from others under their sponsorship in the organization.
  - 2) If the candidate is being "sponsored" to further promote/establish the primary contact's own business for the purpose of selling products or services, and/or recruiting other individuals to establish their own businesses.
  - 3) Any and all initial payment(s) or investment(s), account balances, or similar fiscal requirements, with the organization itself serving as an umbrella or parent corporation. The initial investment may include, but is not limited to: requirement to attend unpaid orientation or training sessions; direct payment of a fixed fee; payment to attend orientation or training sessions; and/or the purchase, leasing, or renting of a starter kit, sales kit, or presentation supplies.
  
- *Up-Front Fees*  
Employers requiring up-front fees to be paid by candidates must state the nature and amount of all fees in their job postings and all written and electronic correspondence with candidates. One-time application fees or costs (i.e. housing/living expenses, required materials to purchase, expenses related to additional training and certificates expenses, etc.) must also be specified.

### **SUCCESSFUL RECRUITING AT SHIPPENSBURG**

The Career, Mentoring and Professional Development Center staff is here to help you make your on-campus recruitment involvement a success. We would love to help you with the following:

- Make the faculty, staff, and student organization connections you need
- Tell you about the students and the academic programs on our campus
- Help you understand the complex nature of the University and its offices
- Advise you about recruiting activities that may work for you
- Review your advertising plans for clarity, accuracy, and timeliness
- Offer insight into developing successful information sessions and tables
- Help you learn about and prepare for the many career fairs and related activities both on and off campus
- Manage your visit so that you can make the most effective use of your time

Shippensburg University graduates have that rare combination of academic excellence and a strong work ethic. Couple this with outstanding career preparation, and you will see why Shippensburg graduates are the right people with the right skills for the

workforce of the 21st century. Working together, we can make your visit a productive one. Contact the office at 717-477-1484 to set up a meeting.

### **SOLICITATION ON-CAMPUS**

Employers/Organizations that hire students to work on the Shippensburg University campus in a "student ambassador" or "campus representative" type role should be aware of institutional policies that students must adhere to during employment:

### **COMPUTING AND INFORMATION NETWORK USAGE POLICY**, which states:

Deliberate acts which are wasteful of computing/information network resources or which unfairly monopolize resources to the exclusion of others are prohibited. These acts include, but are not limited to, sending mass mailings or chain letters, creating unnecessary multiple jobs or processes, obtaining unnecessary output, or printing or creating unnecessary network traffic.

Use of the University's microcomputers, workstations, or information networks must be related to a Shippensburg University course, research project, work-related activity, departmental activity, or for inter-personal communications. Use of these resources for personal or financial gain is prohibited.

**Complete policy available at:** [http://www.ship.edu/Technology/Policies/Computing\\_and\\_Information\\_Network\\_Usage\\_Policy/](http://www.ship.edu/Technology/Policies/Computing_and_Information_Network_Usage_Policy/)

**RESIDENCE LIFE HOUSING AGREEMENT:** The student shall not use their assigned space as a sales room, storage location for commercial activity, or conduct any type of business.

**SWATANNEY (Shippensburg University Student Handbook):** The Swatanney provides detailed policies related to promotions and solicitation on campus. All students/alumni, campus visitors, and outside vendors/employers must adhere to all of the policies.

**Posting of flyers/advertising materials:** Postings and advertising material may only be hung in approved locations and removed within two days after event is over or material has passed the approved by date. Solicitations, except those approved by the Student Senate, Ceddia Union Staff are prohibited.

### **Policies for Limited Enterprises:**

Limited Enterprises shall refer to the operations of individuals/groups which engage in solicitation and/or fundraising activities and are students at Shippensburg University. Limited Enterprises must apply for and be approved through a permit application. Approved limited enterprises will receive a permit. Permits shall be forfeited at any time for violations to the Limited Enterprises policies.

### **Food Product Sales:**

Food sales/distributions/giveaways are not allowed when in direct competition with University contracts including, but not limited to, Campus Vending (Snacks & Beverages), Campus Dining Services, University Bookstore, etc.

### **General Enterprises:**

General Enterprises shall refer to all agencies/individuals engaged in distributing information and product services and/or sales/profit making on merchandise outside of the jurisdiction of the Student Association and the Administration of Shippensburg University and who are not students or members of the University. General Enterprises shall be defined as Off-Campus Vendors, Products, Services and Information Tables.

Students who violate Shippensburg University campus policies related to their role as a "campus representative" or "student ambassador" will be subject to possible disciplinary action, as described for each area (Computing and Information Technology, Residence Life Housing Agreement; and Swatanney). Employers/Organizations that require or encourage students to engage in practices that violate Shippensburg University campus policies will risk revocation of solicitation on campus, as well as recruiting and job posting privileges, in addition to paying fines.

**The complete Swatanney handbook available at:** <http://studentservices.orgsync.com/org/sga/Swatanney>

*Policies and Best Practices adapted from National Association for Colleges and Employers (NACE) Principles for Professional Conduct for Career Services & Employment Professionals*