



On-Campus Recruitment Policy

This document defines the policies that direct partnerships between Flagler College's Office of Career Services with employers and representatives of other external organizations interested in contacting students and alumni for the purpose of employment, internships, or service opportunities. Employers and representatives of other external organizations are expected to adhere these policies, to the employment laws and principles of professional practice, as outlined by the federal government, and the National Association of Colleges and Employers (NACE) Principles for Professional Practice (<http://www.nacweb.org/principles/>).

On-Campus Recruiting Events

1. Organizations wishing to conduct on-campus recruiting events must contact the Office of Career Services at least two weeks in advance to schedule an appropriate date, time, and location.
2. Organizations offering part- or full-time employment that requires any up-front costs to students in order to work, i.e. membership fees; startup fees; fees for lessons; portfolios or placement fees; or the purchase of tools, samples, or sales kits will not be allowed to recruit at Flagler College.
3. On-campus recruiting events cannot be used to market or sell products or services to students.
4. Serving alcohol is not allowed as part of the recruitment process on campus and should not be part of off-campus recruiting.
5. On-campus recruiting activities are restricted to the immediate vicinity of the assigned table and organizational representatives must refrain from approaching students in other areas.
6. Parking for individual on-campus recruiting events is often possible and should be requested by contacting the Office of Career Services. We are unable to intervene **when a recruiter or organization's representative** is ticketed for parking in a space that has not been reserved specifically for that person.
7. The college retains the right to demand recruiters vacate College property immediately if they fail to comply with any of the policies or procedures outlined in this document or with any reasonable request from a college official. Organizations found to be in violation of this policy will not be granted further on-campus recruiting privileges.

Job Postings and Other Career-based Advertising

1. Employers offering part-time, full-time, or seasonal job opportunities must submit these postings to the Office of Career Services through the CareerSPOT management system for review.
2. Students have immediate access to job postings once they have been reviewed and approved. Full access to search for student resumes within the CareerSPOT database is restricted to those organizations with whom the Office of Career Services has developed an ongoing and mutually respected relationship.
3. All organizations recruiting at Flagler College must maintain the confidentiality of student information, regardless of the source, including personal knowledge, written records/reports, and computer databases. There will be no disclosure of student information to another organization without the prior written consent of the student, unless necessitated by health and/or safety considerations.
4. All employment opportunities posted with the Office of Career Services must comply with federal guidelines for equal opportunity employment.
5. Internship opportunities may be posted if they **have been approved by the appropriate academic department's** internship coordinator and are offered for academic credit or if they are paid positions as designated under the Fair Labor Standards Act. Organizations wishing to offer unpaid internships should first contact the appropriate academic department for approval. Unpaid internships that are approved for academic credit at Flagler College will not be accepted for posting.

6. Flagler College will not enter into a hold harmless agreement or indemnity agreement with any employer hosting a Flagler College student intern. In addition, the Office of Career Services advises students not to sign hold harmless or indemnity agreements with internship host organizations.
7. Employment opportunities that require any up-front costs to students in order to work, i.e. membership fees; startup fees; fees for lessons; portfolios or placement fees; or the purchase of tools, samples, or sales kits will not be posted.
8. Employment opportunities that are commission-based only or commission/draw based will not be posted to current Flagler College students. Organizations wishing to post these positions must specifically state within the advertisement the following, "This position is only available to Flagler College alumni – current students will not be considered for employment."
9. No job postings will be accepted for student employment as contractors or personal employees **in an individual's home**, including positions advertising childcare, eldercare, housekeeping, yard maintenance, or tutoring.
10. No job postings will be accepted that require a student to meet with an employer or potential employer in that **individual's home** or home office.
11. Job postings for opportunities outside the United States will not be accepted, unless the Office of Career Services is readily able to verify the legitimacy of the company, opportunity, and the precautions taken to safeguard Flagler College students.
12. The posting of printed copy advertising employment or other career-related opportunities is limited to the board directly facing the Career Services suite. The Office of Career Services must approve these prior to posting or they will be removed.
13. The Office of Career Services may ask any employer to demonstrate proof of **Workman's Compensation and Employee Liability** insurance employees prior to approving a job opportunity.
14. The Office of Career Services retains the right to remove any position from the job listing service without consulting or informing the employer who submitted the listing.

Employer – Student Relations

1. Employers must not place undue pressure on a student regarding employment acceptance using shortened deadlines or financial incentives (signing bonuses, increased salary, etc.) to encourage very early acceptance of offers. Although students and employers benefit through use of technology that provides quick communication and shorter time between interviews and job offers, it also can shorten the time available for students to make good employment decisions.
2. Employers needing to rescind or defer employment should carefully review the guidelines and follow the NACE recommendations found in their Position Statement on Rescinded and Deferred Employment Offers (<http://www.naceweb.org/principles/>). NACE recommends that employers who must revoke a commitment consider alternatives that do not require rescinding employment offers. These may include changes in job responsibilities, salary reduction and/or reduced workweeks, changes in job locale, delayed starting dates, and other reasonable options. For candidates whose start dates are deferred, employers should:
 - a) Communicate to candidates as soon as possible
 - b) Provide services to aid the candidates in securing other employment
 - c) Provide financial assistance if the deferral will be longer than three months
 - d) Contact the Office of Career Services
 - e) Stay in communication with candidates and the Office of Career Services regarding start dates
3. The Office of Career Services expects all employers to treat candidates in an ethical manner. We reserve the right to deny access to recruiting and on-campus interviewing to any employers who we determine have not conducted their recruiting efforts ethically.

Third Party Recruiting

1. The Office of Career Services uses the NACE guidelines to define **third-party recruiters 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**... In most cases temporary agencies, staffing services, outsourcing contractors, or leasing firms will be treated as employers. However,

should these firms actually recruit individuals to be employees of another organization, then the third-party professional practice principles shall apply."

2. Employment opportunities in which students are required to pay fees of any kind to third-party recruiting organizations will not be posted or advertised at Flagler College.
3. The Office of Career Services requires that third-party recruiters posting or advertising employment positions at Flagler College will:
 - a) disclose to students the name(s) of the client, or clients, that the third-party recruiter is representing and to whom the students' credentials will be disclosed.
 - b) disclose information upon request to the Office of Career Services that would enable career services to verify that the organization is recruiting for a bona fide job opportunity. Information should include contact information for the organization for which the third party is providing recruiting services. The Office of Career Services will respect the confidentiality of this information and will not publish it in any manner.
4. Third-party recruiters will not disclose to any employer, including the client-employer, any student information *without obtaining prior written consent from the student*. Under no circumstances can student information be disclosed for other than the original recruiting purposes nor can it be sold or provided to other entities.
5. Third-party recruiters do not have access to search resumes in the CareerSPOT management system.
6. Third-party recruiters attending career fairs will represent employers who have authorized them to do so and will disclose to the Office of Career Services the names of the represented employers.