

DeSales Recruiting Guidelines & Policies through the Career Development Center

NACE Principles for Professional Practice: The DeSales University Career Development Center is a member of the National Association of Colleges and Employers (NACE). In accordance with our commitment to maintaining the standards of this professional organization, the career center expects students and employers to adhere to principles of college recruiting in the NACE Principles for Professional Practice: www.nacweb.org/principles

Approval for Registration & Job/Internship Posting through Bulldogs4HIRE: Employers who adhere to these guidelines and policies are invited to register and post positions, for free, on Bulldogs4HIRE for students and alumni. **Please be aware that due to the high volume of postings we receive, the Career Development Center cannot create, maintain, or edit postings for employers. And as a private and Catholic institution, DeSales University reserves the right to approve opportunities at its discretion.**

Within Bulldogs4HIRE, Employer Accounts will NOT BE APPROVED if:

- Legitimacy of the company/organization cannot be verified through an internet search and/or correspondence with other career services professionals which exposes negative reviews, 'red flags', or reports of unprofessional behavior.
- Company/organization is an online resource for the purpose of promoting networking and job opportunities, including career information websites and job seeker resources.
- The company is an entrepreneurial start-up wishing to post unpaid internship/job opportunities.
- Contact phone number is not provided.
- Contact email is from a personal account (Gmail, Yahoo, Hotmail, etc.) instead of a company domain.
- Contact does not provide a company website, if one is available.

Within Bulldogs4HIRE, Job/Internship Postings will RECEIVE ADDITIONAL SCREENING and/or will NOT BE APPROVED if:

- Contact has not agreed to DeSales University Recruiting Guidelines & Policies.
- Position is non-career related including temporary, part-time, or seasonal opportunities.
- Company profile is significantly changed after initially being approved for job postings.
- Positions requiring funding/money for supplies and/or training do not clearly state the financial obligation to candidates.
- Position requires candidates to work in a private home.
- Position requires candidates to recruit other members or sub-distributors.
- Position requires candidates to spend money and then receive reimbursement, such as Mystery Shopper positions.

Internships:

Paid vs. Unpaid: Organizations which do not intend to provide compensation for undergraduate or graduate internships should review the Fair Labor Standards Act as it relates to Internship Programs. Positions which appear to violate these standards will not be approved.

Commission-Only Opportunities: Employers with commission-only opportunities must explicitly state the precise nature of the work and the compensation in their job posting and all correspondence with candidates.

Recruiting Opportunities Involving Solicitation on Campus: The Career Development Center will not promote job and/or internship opportunities that require students to act in a 'student ambassador' or 'campus representative' role to solicit, sell, promote, and/or give away products or services on campus.

Non-Discrimination Policies: Employers posting positions or recruiting on campus will be expected to maintain EEO

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. Third-party recruiters seeking to conduct on-campus recruiting will be required to disclose to the Career Development Center identification(s) of employers for whom the third-party recruiter is acting.

Third party recruiters that do not charge an application fee may use Bulldogs4HIRE to post announcements of job or internship opportunities, but they are not authorized to view resumes. Third party recruiters that charge a fee to candidates will be denied access to Bulldogs4HIRE.

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 Bulldogs4HIRE

Entrepreneurial Investments in Recruitment: Employing organizations requiring a financial investment on the part of the student to participate in an internship or full-time permanent position (e.g., the purchase of a demonstration package or payment for a required training program) will do so only if 1) the student has the opportunity to rent necessary equipment/materials; and/or 2) the student is fully informed on the amount and specific uses of required fees as well as whether or not a reimbursement policy exists.