

St. Norbert College Career Services Employer Posting Policies

The St. Norbert College Career Services Office is committed to empowering students and alumni as they make meaningful connections with and contributions to the world in the career development process. We do this in a student-centered environment, in support of the mission and heritage of the college to foster intellectual, spiritual, personal and vocational development.

The Career Services Office invites employers to use our services provided they meet the following basic criteria:

- The organization must have actual or anticipated bona fide, career-related full-time, internship or part-time opportunities for our students and alumni.
- The organization must accurately describe the responsibilities and requirements for the opportunities it offers in all publicity, including online job postings and information sessions.
- All conditions for advertised positions must be clearly publicized in the position description. This includes, but is not limited to, positions that are commission based, involve out-of-pocket financial expenses, test taking, etc.
- Employer organizations are expected to be familiar with and to honor the National Association of Colleges and Employers (NACE) Principles for Professional Practice. To review the NACE standards, please visit: www.naceweb.org/principles/.

The College is unable to research the integrity of every organization or person who lists jobs with us, and we make no claims, recommendations, or guarantees regarding any jobs posted or employment data transmitted through Career Connections. We urge students and alumni to exercise caution and common sense when applying for any position.

The College shall not be responsible to anyone who posts, accesses information, or otherwise uses Career Connections for any direct or indirect harm, damage, or loss incurred in connection with such use, regardless of the nature of the claim or cause of action. Without limiting the foregoing, the College expressly disclaims any responsibility or obligation to assess or determine the suitability of any individual seeking employment, any potential employer, or any potential employment situation.

By using the online system to post, retrieve information, or engage in employment activities, the user shall be deemed to understand and agree to the above terms and disclaimer of College liability.

The Career Services office will not post a position if:

- 1.) The position is incongruent with the mission of the college.
- 2.) The employment opportunity involves on-campus solicitation or on-campus sales.
- 3.) The student is required to purchase or rent any type of sales kit or presentation supplies.
- 4.) The student is required to obtain a personal or corporate line of credit.
- 5.) The employment opportunity is contingent upon the student paying a fee for employment or placement services.

We reserve the right to refuse individual postings.

Third Party Recruiting/Staffing Agencies

St. Norbert College provides campus access to third party recruiting and staffing agencies through services provided by the Career Services Office. Examples of services include job postings on our online recruitment system Career Connections, career fairs, and other on-campus activity. The agency must meet the following requirements in order to utilize Career Services:

- Reveal the identity of the employer being represented and the nature of the relationship between the agency and the employer, and permit Career Services to verify this information by contacting the named client. Identify, on all job postings, the name of the employer being represented.
- Charge no fees to the candidate.
- May not have access to the resume database on Career Connections, and they may not participate in on-campus recruiting.
- May not attend career fairs unless they are hiring for their own office. Exceptions will be made on a case by case basis for third party recruiters who recruit for a specific area.
- If requested, provide a position description for valid openings.

- In accord with the Family Educational Rights and Privacy Act (FERPA), release candidate information provided by the college exclusively and only to the identified employer. Re-disclosure of candidate information is not permitted.
- Comply with all federal and state Equal Employment Opportunity (EEO) laws (Title VI and IX, and ADA).
- Third party participation on Career Connections is limited to job postings only, provided the agency comply with the above conditions.

Commission Based Employers

Commission sales positions may be advertised to students and alumni provided that the compensation arrangement is **clearly** noted on job listings and is thoroughly explained in recruiting conversations and interviews with students and alumni. If the compensation agreement is not clearly noted on the job listings, we will not post the position.

Financial Services Employers

Financial Services positions may be advertised to students and alumni provided that all conditions for advertised positions are **clearly** noted on job listings and are thoroughly explained in recruiting conversations and interviews with students and alumni. This includes, but is not limited to, positions that are commission based, involve out-of-pocket financial expenses, test taking, etc. If the conditions are not clearly noted on the job listings, we will not post the position.

Alcohol for Recruiting Events

Serving alcohol cannot be part of the recruitment process. This includes both on-campus and off-campus events, such as receptions, information sessions, dinners, company tours, etc. which are all part of the hiring process. Please refer to the [NACE Principles for Professional Conduct](#) for more information.

Confidentiality

Employment professionals will maintain the confidentiality of student and alumni information, regardless of the source, including personal knowledge, written records/reports, and computer data bases. There will be no disclosure of student/alumni information to another organization without the prior written consent of the student/alumni, unless necessitated by health and/or safety considerations.

Employment Offers and Acceptance Guidelines

Employers are encouraged to communicate decisions to candidates within a reasonable time frame and communicate that time frame to candidates. Employers are expected to refrain from any undue pressure to accept.

Exploding offers are strongly discouraged (e.g., any offer that does not afford a candidate the appropriate time to either accept or decline and/or has special incentives attached for the purposes of inducing early acceptances). Such offers inappropriately pressure our students to make a decision before they have completed the interviewing process.

Any recruiter who violates any of these policies will have their recruiting and job posting privileges reviewed for potential revocation by the Career Services Office

Disclaimer

By registering your company or organization with us, you agree to accept and comply with the policies and procedures of the St. Norbert College Career Services Office regarding employer recruiting activities. We reserve the right to refuse service to any company or organization whose business we believe is of a nature that is not appropriate for our students and alumni, nor consistent with the mission of St. Norbert College. If the Career Services office determines that an employer has practiced recruiting techniques that are inconsistent with the requirements set forth in this policy, the employer's St. Norbert College Career Connection account will be suspended for one year. If after one year the employer would like to be reconsidered for eligibility to recruit on campus, they must contact the Career Services Office for a face-to-face meeting. All decisions concerning registration of companies and organizations are made in the College's sole discretion.