

Employer Recruiting Policies at Point Park University

In order to facilitate quality experiences for students and alumni, the Career Development Center at Point Park University (CDC) has created policies and procedures for employers recruiting Point Park students and alumni to their organization. CDC reserves the right to limit access to recruiters that do not align with the mission of the institution and/or have unethical hiring practices or who commit any of the following: requiring at the time of application personal information such as bank and social security numbers; misrepresentation by dishonest information or absence of information; fraud; harassment of Point Park students, alumni, or staff; breach of confidentiality; failure to adhere to CDC policies, and local, state, or federal laws. Employers violating any of these policies may receive deferred interview dates or be denied access to the recruiting program for the following academic year. Each circumstance is evaluated independently, on the level of the violation and related factors.

CDC follows the recruiting guidelines set forth by the National Association of Colleges and Employers (NACE) in Principles for Professional Conduct for Career Services & Employment Professionals which can be found on the following website: <http://www.naceweb.org/principles/>

1. Recruiting Opportunities

CDC offers multiple recruiting opportunities: posting a job on our Career Network, attending our Annual Internship & Job Fair, scheduling an on-campus recruitment and/or interview session, and participating in other events and programs.

- CDC is not a placement office and is unable to screen candidates for your organization
- To schedule an on-campus recruitment please notify CDC at least 3-5 days prior to the recruitment date you would like and provide technology and other special requests that you will need during your recruitment
- You may request recruitment location but final decision is of the discretion of CDC
- We will promote your recruitment by fliers, posters, emails, and our website; however, we cannot guarantee a specific number of students that will show up or apply to your organization
- Recruiters will be limited to two individual on-campus recruitment in one location per semester unless CDC authorizes additional recruiting opportunities based on: level of student interest, space availability, purpose of the recruiter's visit, etc. (Fairs and other events are not included as an individual on campus recruitment)

2. Recruiter Practices

CDC reserves the right to restrict access of recruiting activities if the recruiter does not abide by the following guidelines:

- Employers must provide accurate and detailed information to students and CDC about their organization's opportunities including: job details, compensation, application process, etc.
- Employers are not permitted to solicit students and must contact CDC for all job postings, flyers, job emails, and on-campus recruitments
- Students rely on and take their internship experiences seriously for school credit. CDC strongly encourages employers to consider every alternative before revoking an offer of employment. Employers who cannot avoid rescinding or deferring employment offers should carefully review the guidelines and follow the NACE Principles for Employment Professionals
- Employers are expected to keep students informed of their status in the hiring process and to communicate hiring decisions within an appropriate time frame.
- After a student or alum accepts your employment offer, please be prompt in providing a start date, relevant paperwork, and all other information concerning the position.
- Ensure that confidentiality is maintained in the recruitment process

3. Recruiting Policy

CDC reserves the right to limit and/or deny access to recruiters when:

- The organization's mission does not align with Point Park and CDC's mission
- The organization is not accredited by the Better Business Bureau
- The organization does not disclose that their company name has changed
- The organization does not provide details regarding their company, the clients they work with, or the positions they are hiring for
- Employers require the candidates to purchase products, licenses, etc. for employment
- The position is strictly commission based
- A recruiter has previously given false information regarding an opportunity (includes job requirements, title, duties, compensation, etc)
- A recruiter that has previously had complaints by other Universities in the WestPACS Consortium or Point Park faculty, staff or student and CDC's investigation shows that the complaint is justified