

## Employer Recruitment Policies at Wesleyan College

**Policy Name:** Employer Recruitment Policies at Wesleyan College

**Approval Authority:** Cabinet

**Interpreting and Implementing Authority:** Director of CCD

**Effective:** May 4, 2020

**Last Revised:** July 16, 2020

**Next Review Date:** 5 years from last revised date

### **Policy Statement**

It is the policy of Wesleyan College to comply with career development and employment guidelines, as set forth by the National Association of Colleges and Employers (NACE). All employment recruitment practices, including on-campus visits, job postings, and interview requests, must adhere to Equal Employment Opportunity (EEO) standards.

### **Entities Affected by the Policy**

All individuals participating in on-campus employment recruitment at Wesleyan College. These include:

- I. On-campus departments wanting to hire student staff.
- II. Off-campus employers seeking to recruit Wesleyan College students.
- III. Students seeking employment opportunities.
- IV. The Center for Career Development staff.

### **Policy Details**

#### **Campus Recruitment and Job Postings: On-Campus Employment**

- I. In promoting a nondiscrimination recruitment policy, all campus departments must maintain equal employment opportunity (EEO) compliance in hiring students including the following:
  - A. Recruiting, interviewing, and hiring individuals without regard to race, color, national origin, religion, age, gender, veteran status, sexual orientation, or disability, and providing reasonable accommodations upon request;
  - B. Reviewing selection criteria for adverse impact based upon the student's race, color, national origin, religion, age, gender, sexual orientation, or disability;
  - C. Avoiding use of inquiries that are considered unacceptable by EEO standards during the recruiting process.
- II. To comply with EEO standards, on-campus employment must be promoted to all students.
  - A. Wesleyan College Departments seeking to hire students will submit the position information to the Center for Career Development. The position will then be posted on the online job posting platform used by Wesleyan College.

#### **Off-Campus Employment: Campus Recruitment & Job Posting**

- III. In promoting a nondiscrimination recruitment policy, all employers seeking to advertise both on and off campus opportunities must maintain equal employment opportunity (EEO) compliance in recruiting activities including the following:

- A. Recruiting, interviewing, and hiring individuals without regard to race, color, national origin, religion, age, gender, veteran status, sexual orientation, or disability, and providing reasonable accommodations upon request;
  - B. Reviewing selection criteria for adverse impact based upon the student's race, color, national origin, religion, age, gender, veteran status, sexual orientation, or disability;
  - C. Avoiding use of inquiries that are considered unacceptable by EEO standards during the recruiting process.
- IV. All employers seeking to promote employment opportunities on campus to Wesleyan students must coordinate recruitment activities with the Center for Career Development.
- V. The Center for Career Development will not permit employers to recruit on campus if employers are promoting any of the following:
- A. Any employment opportunity that requires students to pay any type of fee, such as for required training or job-related equipment.
  - B. Events used to market or sell products to students.
  - C. Opportunities based on a 'pyramid' or 'multi-level' type of networking structure requiring the recruitment of others to sell products and services.
  - D. Additionally, no alcohol may be provided to students during on-campus recruitment events.
- VI. Employers looking to promote an opportunity must do so by creating an employer account on the online job platform used by Wesleyan College. If an organization is unable to create an account, they must contact the Center for Career Development.
- A. All employment opportunities must comply with [federal law and guidelines](#) for equal opportunity employment. Jobs that appear to discriminate (based on race, color, religions, creed, age, national origin, veteran status, sexual orientation, disability, or gender) are prohibited.
  - B. The Center for Career Development does not pre-screen applicants for employers. All positions are posted and promoted through the online job platform that all students may access.
- VII. The following job postings will not be promoted by the Center for Career Development:
- A. Positions that require students to pay fees.
  - B. A posting that does not identify a specific client or employer.
  - C. Commission-based opportunities without federal minimum wage compensation.
  - D. From organizations without a valid company email address, or emails that do not correspond with contact information listed on the company website.
  - E. 'Multi-level' type opportunities that require the recruitment of others to sell products and services.
  - F. Positions requiring interns or employees to promote or create programs, products, services, events, etc. and/or collect student information on campus on behalf of an employer are ineligible. Examples include campus brand ambassadors.
- VIII. Wesleyan College does not post opportunities where the student performs work in an individual's home, unless the individual receives a referral from a Wesleyan College staff or faculty member. In that case, please contact the Center for Career Development directly. Please note that Wesleyan College does not screen postings from individuals or student candidates. Ultimately, it is the job seeker's responsibility to verify the legitimacy of an employer and job opportunity, and the individual's responsibility to evaluate student candidates. All opportunities will simply be made available via an electronic bulletin board.

## Third-Party Recruitment

To ensure student privacy and safety, the Center for Career Development will enforce the following policies regarding third-party recruiters:

- IX. The National Association of Colleges and Employers defines 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.” Examples of these agencies include, but are not limited to:
- A. Employment Agencies: Organizations that list positions for a number of client organizations and receive payment when a referred candidate is hired. The fee for listing a position is paid either by the firm listing the opening (fee paid) or by the candidate who is hired.
  - B. Search Firms: Organizations that contract with clients to find and screen qualified persons to fill specific positions. The fees for this service are paid by the clients.
  - C. Contract Recruiter: Organizations that contract with an employer to act as the employer's agent in the recruiting and employment function.
  - D. Online Job Posting or Resume Referral Services: For-profit or commercial organizations that collect data on job seekers and display job opportunities to which job seekers may apply. The data collected on job seekers are sent to prospective employers. Fees for using the services may exist for the employer, school, or job seeker.
- X. All third-party employers must agree to the following in order to promote opportunities at Wesleyan College:
- A. Third-party employers must name the specific client that they are representing, and indicate with whom the student's information will be shared.
  - B. Third-party employers must disclose information, such as client contact information, upon request that allows the Center for Career Development to verify the validity of the job posting. This information will remain confidential and will not be distributed to students. It is intended for research purposes. No direct contact will be made without the third-party recruiter's knowledge.
  - C. Third-party employers must not charge fees of any kind to student or alumnae applicants.
  - D. In posting descriptions, third-party employers must identify that they are a staffing or recruiting agency and provide a detailed description of duties and responsibilities.
  - E. Third-party employers must not disclose any student information *without obtaining prior written consent from the student*. Under no circumstances can student information be disclosed for anything other than the original posted position nor can it be sold or provided to other entities.
- XI. In most cases, temporary agencies, staffing services, outsourcing contractors, or leasing firms will be treated as employers unless they recruit individuals to be employees of another organization. Such activity will result in a third-party recruiter status.
- A. Temporary Agencies or Staffing Services: Temporary agencies or staffing services are employers, not third-party recruiters, and will be expected to comply with the professional conduct principles set forth for employer professionals. These are organizations that contract to provide individuals qualified to perform specific tasks or complete specific projects for a client organization. Individuals perform work at the client organization, but are employed and paid by the agency.
  - B. Outsourcing Contractors or Leasing Agencies: Outsourcing contractors or leasing agencies are employers, not third-party recruiters, and will be expected to comply with the professional conduct principles set forth for employer professionals. These are organizations that contract with client

organizations to provide a specific functional area that the organization no longer desires to perform, such as accounting, technology services, human resources, cafeteria services, etc. Individuals hired by the outsourcing or leasing firm are paid and supervised by the firm, even though they work on the client organization's premises.

### **Responsibilities**

The Center for Career Development:

- I. Will communicate with on-campus departments regarding job-posting and promotion policies for employment opportunities for students.
- II. Will review employer connection requests and put forth reasonable effort to check the legitimacy of employment opportunities.
- III. Will coordinate all on-campus employer visits.
- IV. Will educate students about evaluating job opportunities. Ultimately, it is the job seeker's responsibility to verify the legitimacy of an employer and job opportunity.

On-campus departments:

- V. Will post employment opportunities through the Center for Career Development.
- VI. Will refer employers to the Center for Career Development when they contact the department regarding student employment opportunities.

### **Violations of the Policy**

Failure to comply with the aforementioned policies will result in the following:

- I. Off-campus employers will lose the right to recruit and post positions at Wesleyan College.
- II. On-campus employers will be subject to discipline by the college.

### **Interpreting and Implementing Authority**

The Center for Career Development will oversee the approval and promotion of all employment positions promoted at Wesleyan College. The Director of Career Development will consult with the Provost's office regarding any discrepancies in policy.