

## **DEPAUL CAREER CENTER RECRUITING POLICIES AND GUIDELINES**

The DePaul Career Center creates connections to the world of work, providing comprehensive, centralized employment and career services for members of the DePaul University community.

DePaul's Career Center provides students, alumni and employers with opportunities to connect with each other. We understand the dynamic nature of today's workplace and the skills needed to succeed. Our staff strives to understand your organization's culture, mission and goals, so we can help you maximize your recruiting efforts. Our aim is to help you develop a recruiting strategy that is tailored to your unique employment needs. Let us know how we can help advance your recruiting strategies.

### **NON-DISCRIMINATION AND OTHER RECRUITING POLICIES**

#### **Equal Employment Opportunity Compliance**

All employers recruiting DePaul students and using DePaul's job board must comply with all applicable laws relating to equal employment opportunity ("EEO") and may not discriminate against a job applicant because of his or her race, color, religion, national origin, age, disability, sexual orientation, gender identity, military or veteran status, genetic information, marital status, parental status, ancestry, source of income, or any other classes protected by local, state, and federal law. Federal law also prohibits citizenship status and national origin discrimination with respect to hiring, termination, and recruiting or referring for a fee.

For additional information on prohibited EEO practices, please visit the EEOC's website at <http://www.eeoc.gov/laws/practices/index.cfm> and the Department of Justice's website at <http://www.justice.gov/crt/about/osc/>.

#### **NACE Principles for Employment Professionals**

All employers recruiting DePaul students are required to uphold the professional conduct standards outlined in National Association of Colleges and Employers (NACE) Principles for Employment Professionals, a subsection within the Principles for Professional Conduct at <http://www.naceweb.org/principles/>.

#### **Third Party Staffing Firms**

In accordance with NACE Principles for Professional Conduct for Career Services and Employment Professionals, 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 needs." The DePaul Career Center provides these firms with access to various recruitment channels with the following restrictions:

- Staffing firms are only allowed to participate in job fairs and on-campus recruitment activities if they are recruiting for their own staff positions.
- When posting a job on DePaul Experience, third-party recruiters should post all positions under their own organization or agency name, rather than that of their client, and must have a complete job description demonstrating that recruiting is being conducted for a valid position.
- No fees can be charged to the candidate.

#### **100% Commission Based Employers**

Commission sales positions may be advertised to students and alumni on DePaul Experience provided that the compensation arrangement is clearly noted in the job description and is thoroughly reviewed with any candidates participating in the interview process. Organizations recruiting for 100% commission based positions only are not permitted to participate in job fairs.

#### **JOB OFFER POLICY**

The DePaul Career Center encourages students to do as many internships and get as much experience as possible in order to make the most informed career decision. It is our belief that students who make hasty or ill-timed decisions do not have the opportunity to fully explore their options which may result in renegeing on job offers or early attrition.

To prevent this, we ask that all companies recruiting on campus adhere to the following offer guidelines:

#### Fall offers

- Full-time job offers made as a result of a summer internship should have a response deadline no earlier than Oct. 15.
- Full-time job or internship offers made as a result of interviews conducted during the Fall season should have a response deadline no earlier than Nov. 15 or at least 3 weeks from the offer date.

#### Winter/Spring offers

- Full-time job or internship offers made as a result of interviews conducted during the Winter or Spring quarters should have a response deadline no earlier than Mar. 15 or at least 3 weeks from the offer date.

All employers should extend offers in writing and no conditions should be placed on offers (e.g. We have 5 offers outstanding for 4 openings and will accept the first 4 students who get back to us.).

#### **UNPAID INTERNSHIPS**

If you are recruiting for an unpaid internship, it is important that the position meet all of the following Department of Labor standards under the Fair Labor Standards Act. These standards were created to help determine whether workers are to be considered "trainees" or "employees" under the FLSA.

- 1.) The internship, even though it includes actual operation of the facilities of the employer, is similar to training which would be given in an educational environment;
- 2.) The internship experience is for the benefit of the intern;
- 3.) The intern does not displace regular employees, but works under close supervision of existing staff;
- 4.) The employer that provides the training derives no immediate advantage from the activities of the intern; and on occasion its operations may actually be impeded;
- 5.) The intern is not necessarily entitled to a job at the conclusion of the internship; and
- 6.) The employer and the intern understand that the intern is not entitled to wages for the time spent in the internship.

For more information, please visit the Department of Labor website:

<http://www.dol.gov/whd/regs/compliance/whdfs71.htm>

#### **RIGHT OF REFUSAL**

The Career Center reserves the right to terminate from or refuse the participation of any organization in our recruiting activities. Reasons may include misrepresentation by providing dishonest information or absence of information, or complaints by students/alumni. In addition, the Career Center staff reserves the right to remove organizations or job postings that do not align with the Vincentian mission and/or provide any risk to a student's personal or financial well-being.

#### **CONFIDENTIALITY**

Employment professionals will maintain the confidentiality of student and alumni information in accordance with the Family Educational Rights and Privacy Act (FERPA). 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.