

**CONCORDIA ST. PAUL**  
**OFFICE OF CAREER DEVELOPMENT**  
**EMPLOYER POLICIES AND GUIDELINES**



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# Employer Recruitment Policy

Concordia University, St. Paul Office of Career Development (CSP) adheres to the NACE Principles for Professional Practice for Career Services and Employment Professionals and expects employers to do the same. These principles are available on the [National Association of Colleges and Employers website](#).

Employers are expected to maintain a positive, collaborative working relationship with CSP staff. That includes cooperation with CSP policies and procedures, meeting necessary deadlines to ensure smooth operation of on-campus interview visits, providing the job / company information and data requested, providing hire data as requested, complying with the legal obligations of recruiters, and maintaining the confidentiality of student data as outlined in the Family Educational Rights and Privacy Act (FERPA). Employers that violate FERPA regulations will lose access to CSP services for five years, as stated in the regulations.

All employer representatives are expected to support CSP policies in all interactions with students. Of course, the CSP management team welcomes employer feedback and input on those policies at any time. Employers that are unable to comply with these policies may wish to use other recruiting resources, such as newspaper advertisements, commercial job boards, or third-party agencies.

CSP holds the right to discontinue access to students for any reason.

*Concordia University, St. Paul Office of Career Development is committed to equal employment opportunity for all persons and provides services to our students and employers on a nondiscriminatory basis. We expect all employers to comply with U.S. and state employment laws and we recommend including an EEO statement with all job descriptions.*

## Employer Service Guidelines

- CSP reserves the right to refuse service to any employer that violates the NACE Principles for Professional Practice or any CSP policy.
- CSP works with third parties only under limited circumstances, which are outlined in detail in the CSP Third-Party Policy Statement.
- CSP reserves the right to refuse service to any employer if a review of the specific opportunity or nature/status of the company suggests that it is inappropriate for our service population; if students are injured or exposed to unsafe working conditions; if the employer discriminates; or if CSP receives student complaints about discrimination, harassment, threats, unsafe working conditions, or any other questionable circumstance.
- Employers without an operational website cannot be served until there is a website operational. CSP will review the employer's website for

appropriateness. Employers should have an EID number prior to initiating any hiring.

- CSP will not provide service to any employer requiring upfront payment of any kind or the purchase of products or work equipment/tools (with the possible exception of safety equipment such as steel-toed boots).
- In the event that a Concordia University, St. Paul student experiences any harassment or actual or potential harm at the workplace, the employer's recruiting privileges will be suspended pending a resolution of the situation that is satisfactory to CSP.
- CSP does not recommend or select candidates for employers.
- Your account as an employer provides you a limited, terminable right to access and use the CSP job search site only for your internal business use to seek candidates for employment and scheduling interviews.

## Third-Party Policy Statement

CSP Career Development defines third-party recruiters as agencies, organizations, or individuals recruiting candidates for temporary, part-time, or full-time employment opportunities for other organizations rather than for internal positions. This includes entities that make referrals 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 are employment agencies, search firms, contract recruiters, venture capital firms acting on behalf of their portfolio companies, and online job posting or resume referral services.

Third-party recruiters may utilize CSP Career Development job listing services but must verify in advance whether they are recruiting for their own organizations or for their clients. Third-party firms who are recruiting for positions within their own organizations must clearly differentiate those opportunities from their client engagements. Failure to abide by these third-party requirements will result in loss of access to CSP Career Development services.

Third-party recruiters representing client organizations must:

- Verify that they charge no fees of any kind to student or alumni applicants;
- Identify themselves as a third-party recruiter in their Handshake employer profile and all client job announcements;
- Provide accurate position descriptions and include specific client names in all jobs posted on Handshake;
- Only release candidate information provided to the identified employer in accordance with the Family Educational Rights and Privacy Act (FERPA). Re-disclosure of candidate information to any other parties is not permitted.

# Individual Employers

Concordia University, St. Paul does not accept postings from private families or individuals. This includes, but is not limited to, personal care assistants (PCAs), house cleaning, nannies, tutors, and pet care. This is a precaution not only for the safety of our students but also for the clients and/or families we serve.

Nanny, tutoring, and other home care agencies may still use our site to solicit applications from nannies, tutors, and care providers to be employed through their organization. As with all employment opportunities, the Office of Career Development urges all job and internship seekers to research an organization before applying. Check their website, the [Better Business Bureau](#), references, and other sources to thoroughly ensure their legitimacy.

## Job Postings

- Job postings must be actual, current openings for internships, cooperative education assignments, and/or traditional, W-2 or 1099 full-or part-time employees.
- Your job postings or e-mails must contain sufficient detail to convey clearly to the user the nature and basic requirements of the job opportunity.
- CSP will review the employer's website and each job description (whether a job listing or for an on-campus interview) for appropriateness.
- Your job postings or e-mail communications may not contain anything that is sexually explicit, obscene, libelous, defamatory, threatening, harassing, abusive, or hateful; or anything that is embarrassing or offensive to another person or entity.
- You may not use your job postings or e-mail to post advertisements or solicitations for employment in the pornography industry; the gambling industry, or post pyramid schemes.
- You may not use your job postings or e-mail to post false, inaccurate, or misleading information.

## Resume Access

- CSP will not give account access or forward resumes to home-based businesses.
- CSP will not send resumes to personal e-mail accounts.
- We do not send resumes or give any employer passwords to corporate "student ambassadors" or "student campus recruiters." It is a violation of professional standards to provide a student's resume to a fellow student for review and decision-making.

## On-Campus Recruiting

- Cancellations: Employers that cancel interview schedules once the student sign-up window has opened are responsible for contacting students who were invited to interview to inform them of the cancellation.
- Space available: During peak periods, CSP may limit the number of recruiting opportunities available for a given employer.

## Job Type Restriction Policies

### Commission-Only Employment

Employers and individuals offering employment/entrepreneurial opportunities must pay a base salary equal to or greater than the federal minimum wage and comply with federal, state, and local regulations.

### Upfront Product Purchase

Employers and individuals offering employment/entrepreneurial opportunities with compensation packages requiring commission only or requiring prospective employees to purchase products or services upfront are not permitted to recruit on campus, post to our job board, or attend career fairs.

### “Pyramid” or “Multi-Level” Employers

Employers/individuals offering employment/entrepreneurial opportunities based on a “pyramid” or “multi-level” networking structure requiring or encouraging the recruitment of others who recruit others and so on to sell products and services will not be permitted to

## Transcripts/Academic Standing Verification/Work Authorization

CSP strongly discourage employers from requesting that students provide official transcripts at the initial interview. The fee for processing official transcript requests can present a financial burden to students who actively participate in interviewing. Employers that simply want to see courses completed can do so by requesting an “unofficial” transcript (degree audit or “advising report”), which students can download from their University Registrar’s account at no charge.

## Legal Notes for Employers

- The Family Education Rights and Privacy Act (FERPA) requires signed written consent from a student prior to the disclosure of personally identifiable information from education records by an educational institution. All students registered as job seekers with Engineering Career Services and the Engineering Cooperative Education and Internship Program are required to sign such a consent form so that this office can legally provide their information to potential employers.
- Employers should know that redisclosure of student information is prohibited. In other words, employers who receive students' resumes and educational information may use it only for the original purpose for which disclosure was granted. Thus employers may not transmit (or redisclose) student information to any other employer or third party, nor to others within the employing organization for any purpose other than employment purposes. If an organization improperly rediscloses student records, federal law prohibits that party from obtaining student records for a period of at least five years.