

Employer Policies

**Acceptance and participation of employers is not to be construed as an explicit or implicit approval or recommendation by Georgia Southern University to its students.*

EMPLOYER POLICY FOR USE OF SERVICES

NACE AND Equal Employment Opportunity (EEO)

In order to provide fair and equitable services to our students and employers, the Office of Career Services and its clients adhere to the following policies:

Employers must subscribe to the [National Association of Colleges and Employers \(NACE\) Principles for Professional Conduct](#) and to the Equal Employment Opportunity (EEO) recruitment and employment guidelines and laws established by the Federal and state of Georgia governments.

Right to Refuse Service

We reserve the right to refuse service to employers for factors such as the following:

- Providing fraudulent information and/or misrepresentation of positions or company information through dissemination of dishonest information or absence of information to the Office of Career Services or to students
- Receipt from students of complaints of improper or illegal recruiting or employment practices, or harassment of Georgia Southern students, alumni, faculty or staff
- Breach of confidentiality of student information without prior written consent of the student
- Requiring, at the time of application, personal information such as bank or social security numbers or photo of the applicant
- Requiring students to pay personal funding to obtain the position
- Failure to accurately describe the responsibilities and requirements of the employment opportunity in all publicity
- Failure to adhere to Career Services' policies and/or any violation of the Georgia Southern University rules and regulations, local, state, or federal laws

We also reserve the right to refuse service to third party recruiters.

Third Party Recruiting & Staff Agencies

Third party recruiters are agencies, organizations, or individuals recruiting candidates for employment other than for their own needs. Third party recruiters using the Georgia Southern University Office of Career Services is expected to follow the same policies and procedures established for recruiters representing their own organization.

Career Services will provide assistance to third party recruiters/agencies only when a third party recruiter/agency meets the following conditions:

- Meets the NACE and EEO policies and laws described above
- Charges no fees to the candidate
- Reveals to Career Services the identity of the employer(s) being represented and the nature of the relationship between the agency and the employer(s), and permits the Office of Career Services to verify this information by contacting the named client
- If requested, provides a position description to the Office of Career Services for valid openings

On-Campus Interviews - Third party recruiters are allowed to interview on campus or participate in career fairs when the above conditions are met. Career Services may require the name of the employer being represented to be identified on all announcements.

Resume Referrals – By policy, Career Services typically releases resumes to direct hire employers only. However, resume referrals may be processed for third party recruiters if the name and location of the hiring company is disclosed and there is permission for Career Services to verify this information by contacting the named client. In order to process a resume referral, we require a job description including the name of the hiring company.

Job Postings – Third party recruiters may provide job announcements to the Georgia Southern Office of Career Services for posting. Posting is not be construed as sanction, approval or recommendation of recruiters.

Ethical Recruiting

Recruiters must work within the framework of professionally accepted recruiting, interviewing, and selection techniques. The Office of Career Services encourages all parties in the hiring process (employers, students, faculty and other references) to follow the [National Association of Colleges and Employers \(NACE\) Principles for Professional Conduct](#).

Interviewing Policies

- Career Services will provide scheduling support and interview requests for recruiters via Eagle Career Net. All requests must be made through the Eagle Career Net system, if you require assistance in making these requests please contact our office.
- Career Services will not provide on-site support for recruiters using off-campus sites.
- Career Services cannot provide equipment (lap-top computer, projector, etc) for outreach events outside the Georgia Southern University campus.
- Employers may only interview students and alumni of Georgia Southern University. If employers wish to interview other individuals then other arrangements off of Georgia Southern University property must be made by the employers.

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- **Cancellation & No-Show for Employers:** If it is necessary to cancel an interview or career fair reservation, please do so as far in advance as possible. Space is in high demand, and your early cancellation will allow Career Services to re-assign resources. Please see the Career Fair Policy to view the guidelines to cancelling event attendance.
- Please requests interview schedules in advance to allow students the opportunity to sign up for interviews. If there is a quick turn around then employers run the chance of not having a full schedule when they interview.

Job Posting Policy

Jobs posted on the Eagle Career Net/NACElink system will automatically be assigned an expiration date of 30 days past the posting date. Employers may select an expiration date earlier than the 30 day default. If an expiration date beyond the 30 days is selected, Career Services will correct the date. Employers who have not filled the vacant position can repost the job for an additional 30 days.

Career Services reserves the right to delete job postings deemed unsuitable for students seeking full-time, internship, co-op, or relevant summer positions.

Resume Referral Policy

Employers can request to have access to students and alumni resumes at no cost. Resumes can be screened by major, graduation date, GPA, and other criteria. Student resumes will be transmitted on the condition that parties outside of your organization will not be permitted access to the resumes without the written consent of the student.

Career Fair Policies

The Office of Career Services offers several career fairs and other events each academic year including the Eagle Expo Career Fair. Eligible employers are those that offer full-time, internship, co-op positions and some summer experiences. Career fairs are designed to provide a venue for sharing employment information only! They are not intended for recruiting other businesses or for selling products and/or services.

Career fair participants who do not comply with the Office of Career Services Career Fair policies may be asked to leave the event AND may be denied future registration.

Event space is often limited. Any employer may apply for participation in the Eagle Expo Career Fair or any other event, but there is no guarantee of acceptance. The Office of Career Services screens employers to ensure they are offering legitimate experiences and that there is a variety of organizations represented. Employers will receive notice via email that their registration has been denied. If there are any questions regarding rejection of participation employers can contact the Office of Career Services at (912) 478.5197.

Cancellation of Event Attendance

Employers are able to cancel their registration two weeks or more prior to the event and get a full refund of all registration fees. If employers cancel registration less than two weeks before the event or do not show up they will not be eligible for a refund of their fees. Instead those monies will be applied to the next similar event.

If the Office of Career Services' records indicate an outstanding balance for any registration, employers will be given an opportunity to provide documentation of payment. If none is provided, future space/career fair registration will be denied until payment is received.

Employment Offer Guidelines

Students need time to make informed decisions when comparing and responding to offers. In order to facilitate this process, employers are expected to adhere to these guidelines:

Employers extending offers to Georgia Southern students (whether through on-campus recruiting or not) are expected to give a student a minimum of three (3) weeks from receipt of the written offer to respond to the offer without pressure to respond earlier.

Faculty Contact

In order to insure that students have open and equal access to information about job opportunities, employers must work through the Office of Career Services when recruiting on campus. Faculty can play a key and complementary role in the recruiting process and Career Services staff will help employers connect with them.

Grievances

The Office of Career Services staff will investigate complaints by users of our services about on-campus and off-campus interviews, job postings, employers, or career events. If we determine that a complaint is justified, we may choose not to sponsor recruiting activities for the employer involved or suspend recruiting privileges for students and alumni.