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.

NACE and Equal Employment Opportunity (EEO)
In order to provide fair and equitable services to our students and employers, the Office of Career and Professional Development 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 and Professional Development 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 from 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 the Office of Career and Professional Development's policies and/or any violation of the Georgia Southern University rules and regulations, local, state, or federal laws
• Providing no value or is not relevant to Georgia Southern students and/or alumni

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 and Professional Development are expected to follow the same policies and procedures established for recruiters representing their own organization.

The Office of Career and Professional Development 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 the Office of Career and Professional Development 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 and Professional Development to verify this information by contacting the named client
• If requested, provides a position description to the Office of Career and Professional Development 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. The Office of Career and Professional Development may require the name of the employer being represented to be identified on all announcements.

Résumé Referrals – The Office of Career and Professional Development typically releases résumés to direct hire employers only. However, résumé referrals may be processed for third-party recruiters if the name and location of the hiring company is disclosed and there is permission for the Office of Career and Professional Development to verify this information by contacting the named client. In order to process a résumé referral, a job description including the name of the hiring company is required.

Job Postings – Third party recruiters may provide job announcements to the Georgia Southern Office of Career and Professional Development for posting. Posting is not to 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 and Professional Development 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
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 and Professional Development 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 from 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 the Office of Career and Professional Development’s policies and/or any violation of the Georgia Southern University rules and regulations, local, state, or federal laws
- Providing no value or is not relevant to Georgia Southern students and/or alumni

Job Posting Policy
Jobs posted on Handshake 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, the Office of Career and Professional Development will correct the date. Employers who have not filled the vacant position can repost the job for an additional 30 days.

The Office of Career and Professional Development reserves the right to delete job postings deemed unsuitable for students seeking full-time, internship, co-op, or relevant summer positions.
Résumé Referral Policy
Employers can request to have access to student and alumni résumés at no cost. Résumés can be screened by major, graduation date, GPA, and other criteria. Student résumés will be transmitted on the condition that parties outside of your organization will not be permitted access to the résumés without the written consent of the student.

Event Policies
The Office of Career and Professional Development offers several career fairs and other events (either on-site or virtual) each academic year. Employers offering full-time, part-time, internship, and co-op opportunities are eligible to participate. Event space is often limited; any employer may apply to participate in events, however spaces are filled on a first-come first-served basis. The Office of Career and Professional Development screens employers to ensure they are offering legitimate experiences and that there are a variety of organizations represented at the event. Employers will receive notice via email that their registration has been confirmed or denied.

Event participants who do not comply with the following Office of Career and Professional Development event policies may be asked to leave the event and/or may be denied future registration: Career fairs and other events are designed to provide a venue for sharing employment opportunities and information only. Participating employers may not recruit other businesses or sell products and/or services at the event. If the need to cancel registration arises, employers must do so two or more weeks prior to the event to receive a full refund or have that money applied to a future event. Employers that cancel registration less than two weeks prior to the event or do not show up will not be eligible for a refund of their fees. All registration fees are due the day of the event. If the Office of Career and Professional Development's records indicate an outstanding balance for any registration, employers will be given an opportunity to pay the balance in full or provide documentation of payment. An account with an outstanding balance 30 days past the due date is considered delinquent, and future event 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 ensure that students have open and equal access to information about job opportunities, employers must work through the Office of Career and Professional Development when recruiting on campus. Faculty can play a key and complementary role in the recruiting process and the Office of Career and Professional Development staff will help employers connect with them.

Grievances
The Office of Career and Professional Development 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.

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