**NACE Ethical Hiring**
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) Faculty Guide to Ethical and Legal Standards in Student Hiring.

**Student Equal Access to Employment Opportunities**
The Office of Career and Professional believes that students should have open and equal access to information about opportunities no matter their degree or major. Employers must work through the Office of Career and Professional when recruiting on campus. Faculty can play a key and complementary role in the recruiting process and the Office of Career and Professional will help employers connect with them.

**Class Assignments**
The Office of Career and Professional Development is happy to assist faculty who wish to include utilizing our services as a class assignment. In order to ensure that students are able to be served effectively and to not have assignments due on major career events, please complete the Class Assignment Request Form on our website.

**Classroom Presentations**
The Office of Career and Professional Development staff are available to present a wide-range of career development topics in classroom presentations. Georgia Southern University faculty members can schedule these presentations through the Presentation Request Form on our website or by contacting the Office of Career and Professional Development on either the Statesboro or Savannah campus.

**Grievances**
The Office of Career and Professional 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.

*Edited: October 2020*